WEB CWS©

Custom's Work Station

User's Manual
V1.04

InterCommerce
Network Services

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Unit 2203, 88 Corporate Center
141 Valero cor Sedeño Streets, Salcedo Village
1227 Makati City, Philippines
+63 (2) 845 0509; Fax +63 (2) 843 8160
manilacs@intercommerce.com.ph
www.intercommerce.com.ph

Section 1 - Introduction

The Web Customs Workstation System (WebCWS) is a web based application that enables the electronic transfer of documents between the Bureau of Customs (BoC), importers, brokers, forwarders, bonded warehouse operators, and other Customs trading parties using the network and technology developed and maintained by InterCommerce Network Services, Inc.

The Web CWS application allows you to:

- Prepare and submit import entry declarations Online;
- Print import entry declarations and assessment notices in the Customs-prescribed form;
- Look up tables for Customs product codes, tariff rates, and currency exchange rates used by Customs in computing dutiable values;
- Manage system information; and
- Allow online visibility on your Import Entries by Clients and Importers.

System Requirement

- Computer with stable internet access (**1024 X 768** recommended screen resolution)
- Internet Explorer 5.5 or higher; Mozilla Firefox 2.0 or higher
- Flash Player (browser plug-in)
- Microsoft Excel (optional - for reports)
- Microsoft compatible Printer (preferably Laser printer for Assessment Notice/SAD; Dot-matrix for IEIRD)

For concerns, please email:
manilacs@intercommerce.com.ph

Chat Support:
Yahoo! Messenger and MSN Messenger ID:
manilacs

Section 2 – Getting Started with WebCWS

Online Registration
Once the contract (SLA) and registration documents are submitted to InterCommerce, an online account should be created by the registered user/s.

Visit **www.intercommerce.com.ph** and select **Register** (Fig 2.1)

contact us
login:::
Login
Passwo
Log In
Register
Forgot Password?
Select **Register** to create an *Online Profile* with InterCommerce
restructured in 1998 to offer B2B electronic commerce solutions and networking facilities to Philippine businesses and government agencies, linking them with their local and global
Click here to
us.
WebCWS
The InterCommerce Web-based Customs Declaration System or WebCWS makes the Customs entry

Fig 2.1 InterCommerce Main Page

Fill up all the necessary information and select **submit.** You will be informed if your registration is successful. Please call our **Client Service department** for follow-up on account activation.

Browser Configuration
To avoid encountering problems in accessing our website, please take note of these few checklists:

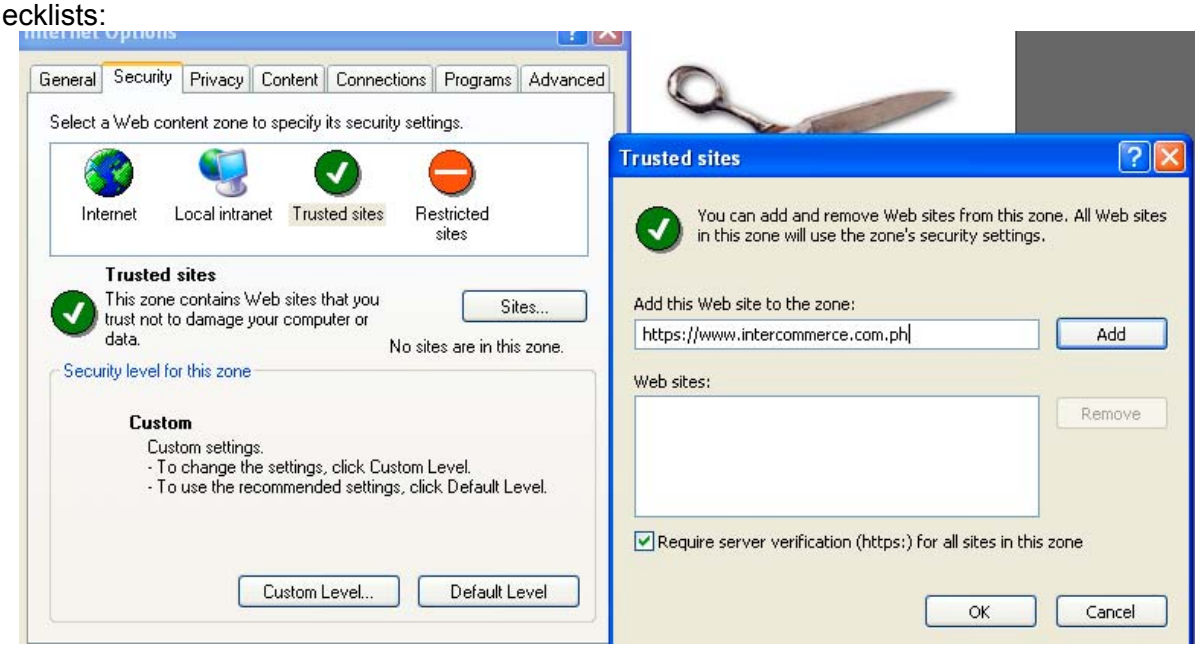


Fig 2.2

For Internet Explorer (Microsoft default browser)
To add InterCommerce to your trusted sites, select **Tools – Internet Options – Security – Trusted Sites – Sites** (Fig 2.2).

Add **https://www.intercommerce.com.ph**
Select **OK** to go back to **Internet Options**

Configuring Pop-up settings:

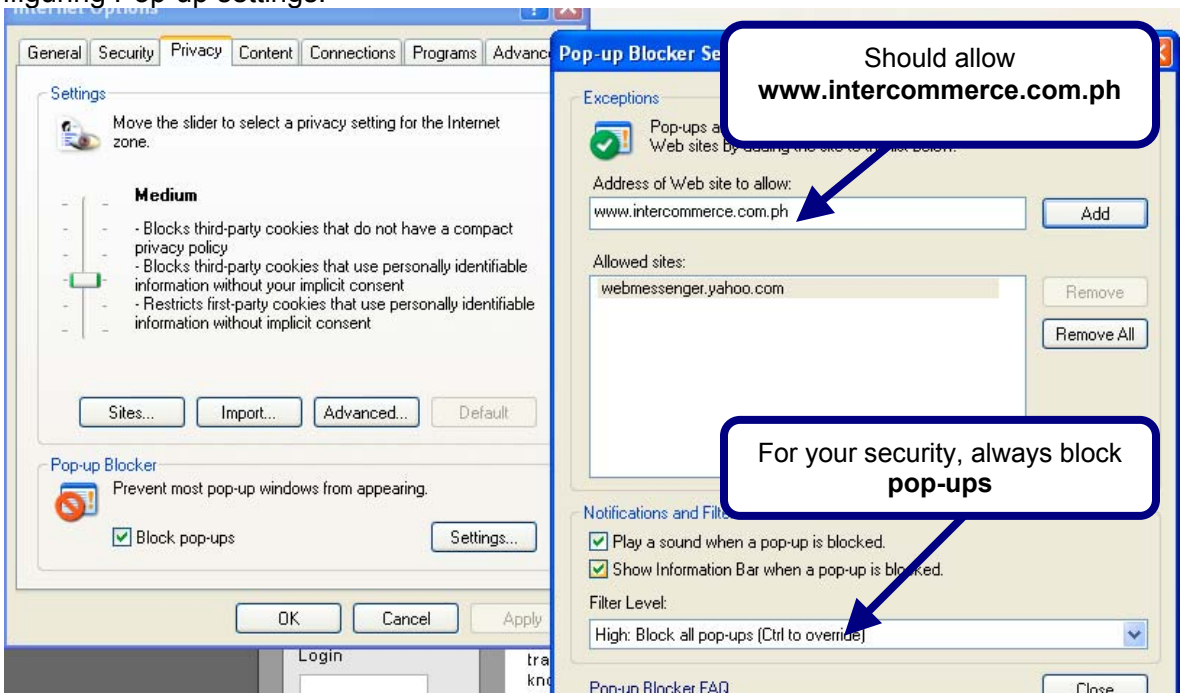


Fig 2.3

For Mozilla Firefox
To enable pop-ups from InterCommerce, select **Tools – Options – Content – Block pop-up windows - Exceptions** (Fig 2.4).

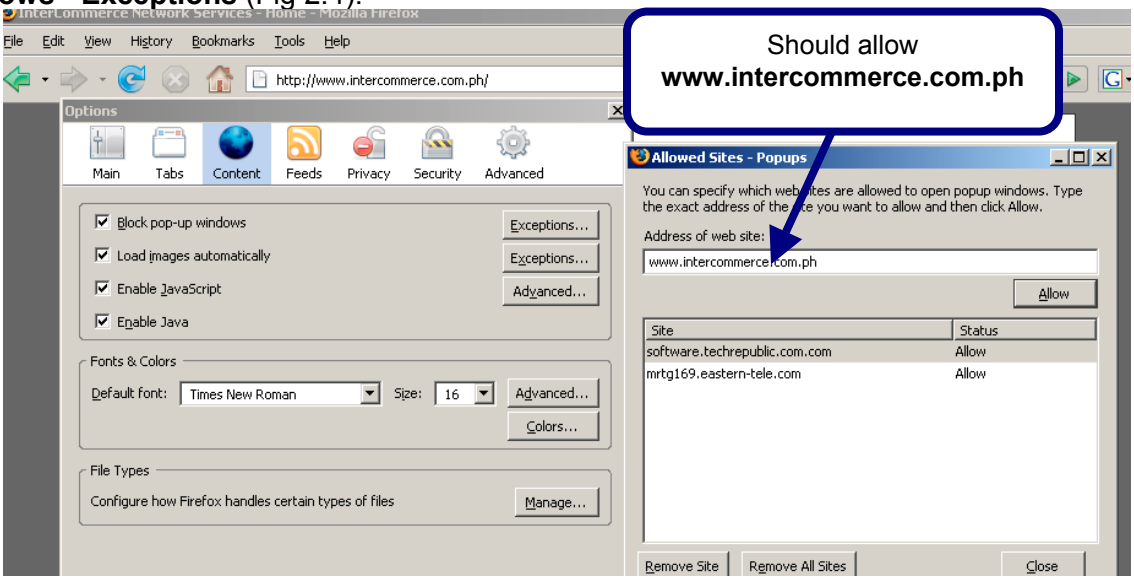


Fig 2.4

Logging in to the InterCommerce Website

In the address bar, enter **http://www.intercommerce.com.ph**

login:::
Login
ramel
Password
Log In
Register
electronic commerce solutions and networking facilities to Philippine businesses and government agencies, linking them with their local and global trading partners. Click here to
Enter Login Name and Password (*not case sensitive*)
WebCWS

Fig 2.5

If Username and password are correct, user will be directed to a secured site. Just select **yes** at the prompt.

For security reason, InterCommerce site will be automatically logged-off after **ten (10) minutes of inactivity**. Saving your work from time to time is advised. To continue working once logged-out, just close the browser and repeat logging procedures.

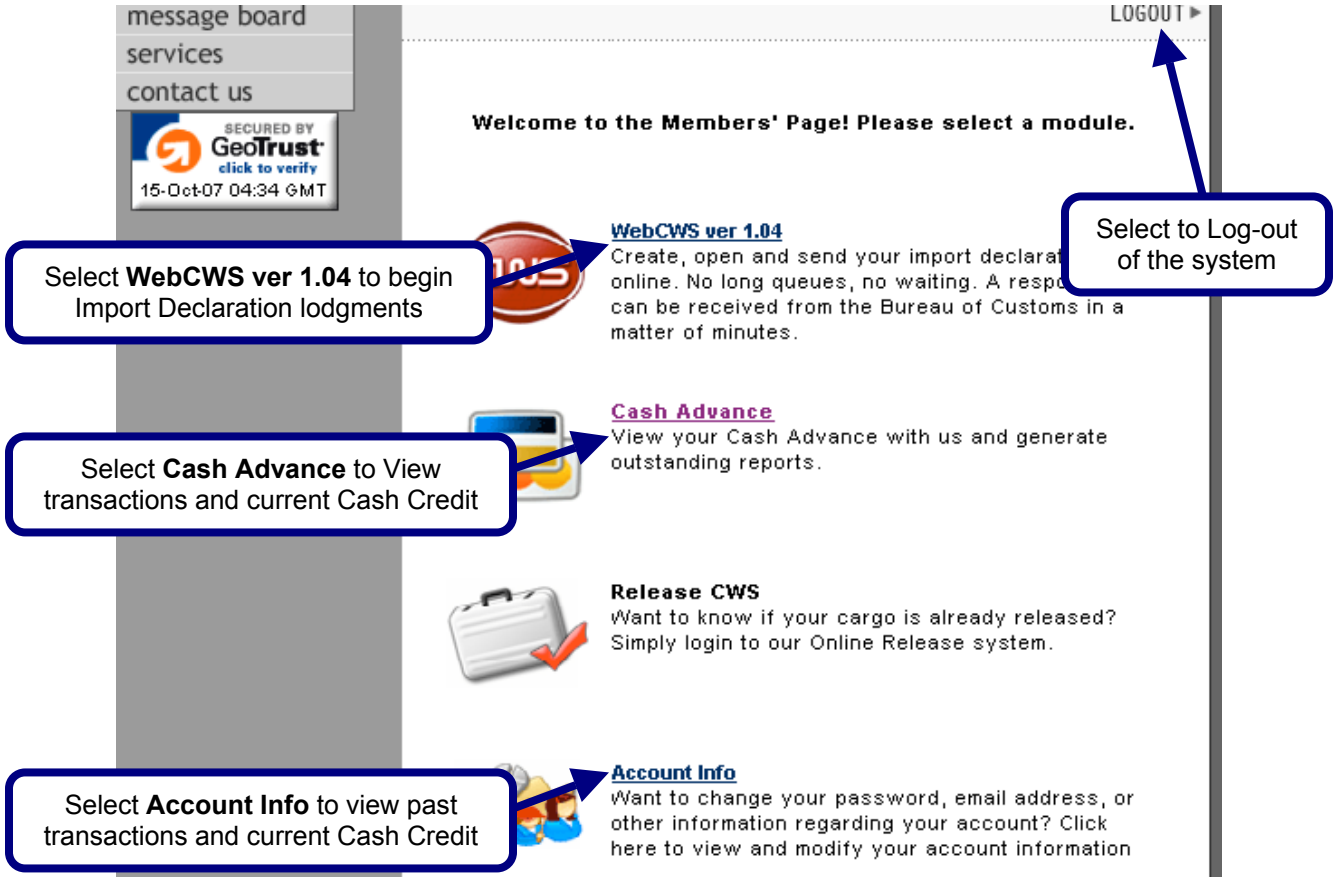

message board
services
contact us
SECURED BY GeoTrust click to verify
15-Oct-07 04:34 GMT
LOGOUT
Welcome to the Members' Page! Please select a module.
WebCWS ver 1.04
Create, open and send your import declarat
online. No long queues, no waiting. A respo
can be received from the Bureau of Customs in a matter of minutes.
Cash Advance
View your Cash Advance with us and generate outstanding reports.
Release CWS
Want to know if your cargo is already released? Simply login to our Online Release system.
Account Info
Want to change your password, email address, or other information regarding your account? Click here to view and modify your account information
Select to Log-out of the system
Select **WebCWS ver 1.04** to begin Import Declaration lodgments
Select **Cash Advance** to View transactions and current Cash Credit
Select **Account Info** to view past transactions and current Cash Credit

Fig 2.6 WebCWS Member's Page

The **Account Info** link lets you update user's data and password (Fig 2.6). Since all **usernames** and **passwords** are *not case sensitive*, it will be the user's responsibility to regularly update and secure their password. If you think somebody is using or accessing your account, please contact InterCommerce (by email or fax) immediately to freeze your account.

Resetting Passwords

To reset your password, the authorized user or broker needs to fax a formal letter (fax# 843 6180) requesting for a password change. The letter should include the username, Broker's name, TIN, CAS #, company name (if applicable), contact details and signature. The new password will be sent to the registered email address of the user's account.

Password Security

In order to protect the account owner from unauthorized use, proper precautions should be followed when accessing your account specially from publicly used computers (e.g.. internet cafes, offices and shared computers). Unauthorized use of your account might put your license at risk!

- **Memorize your Password**. Do not write it anywhere.
- If you need to share your account with another person, update password immediately afterwards.
- Always select **NO** when being asked by Windows about saving password options.
- Follow these steps to clear the windows password cache in your browser:

For Internet Explorer (IE 6 sp1)

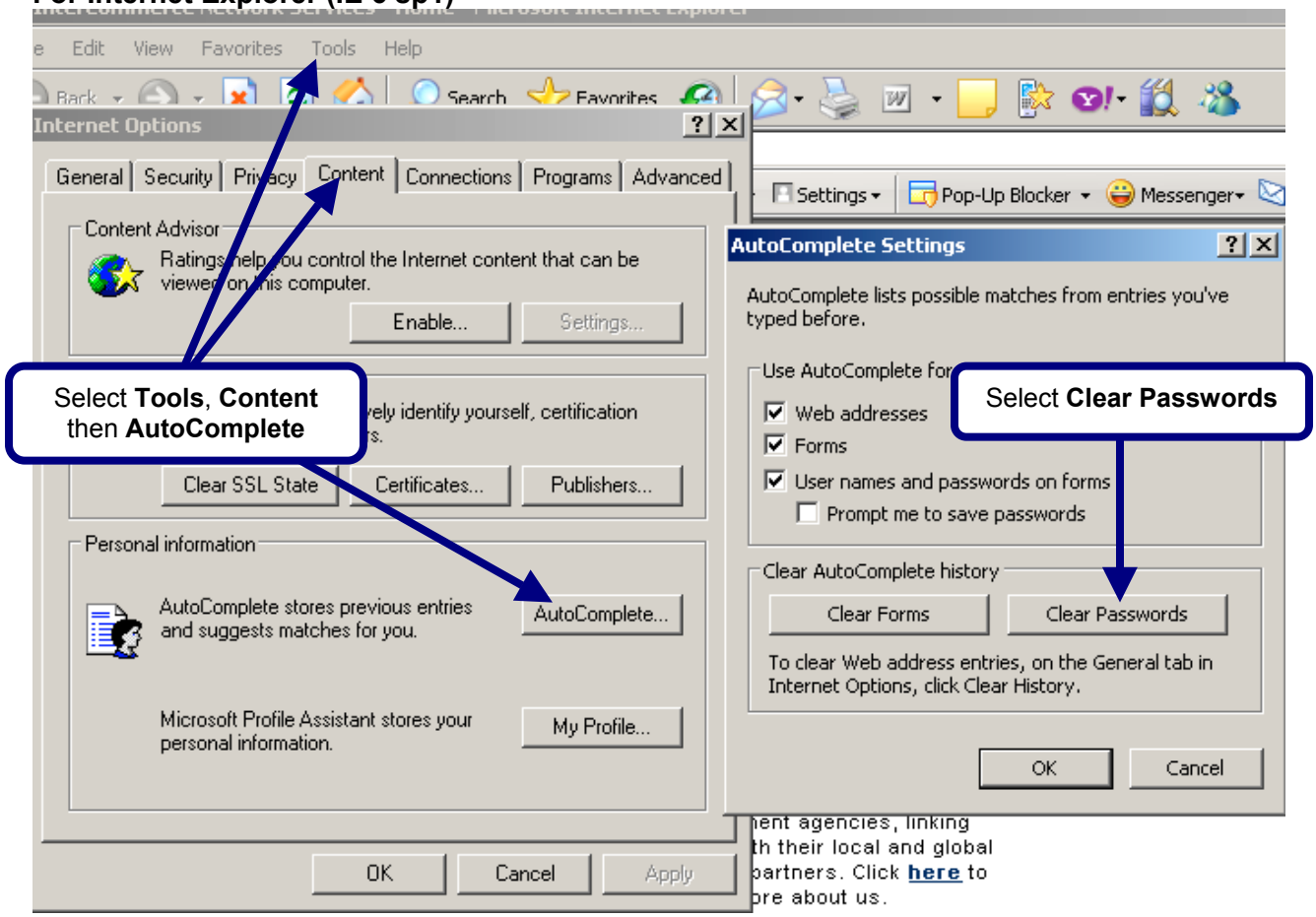


Fig 2.7

For Internet Explorer (IE 7)

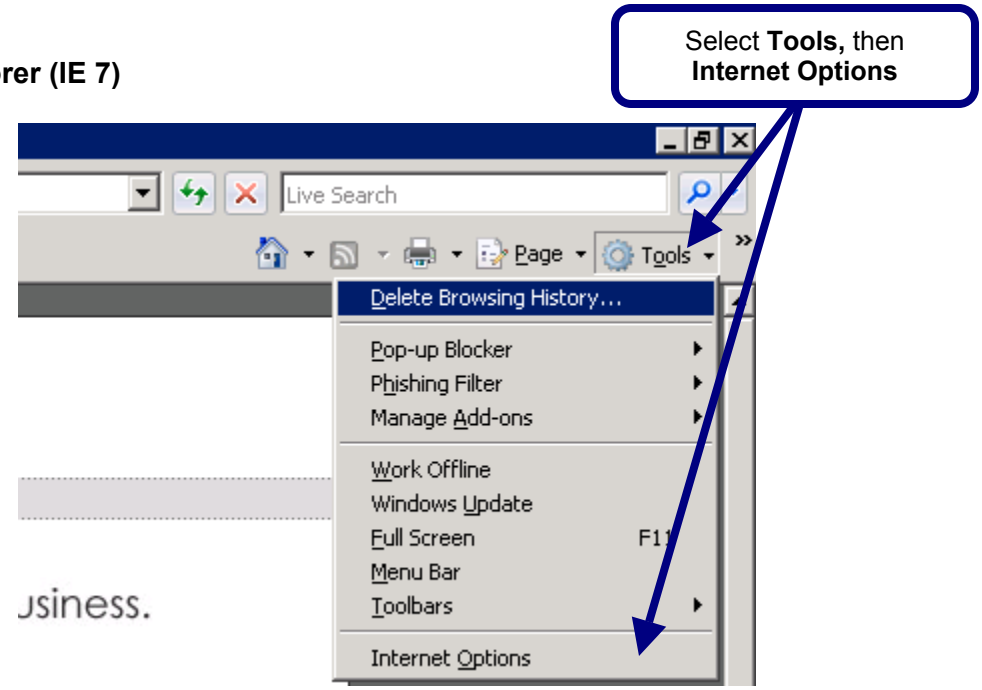


Fig 2.8

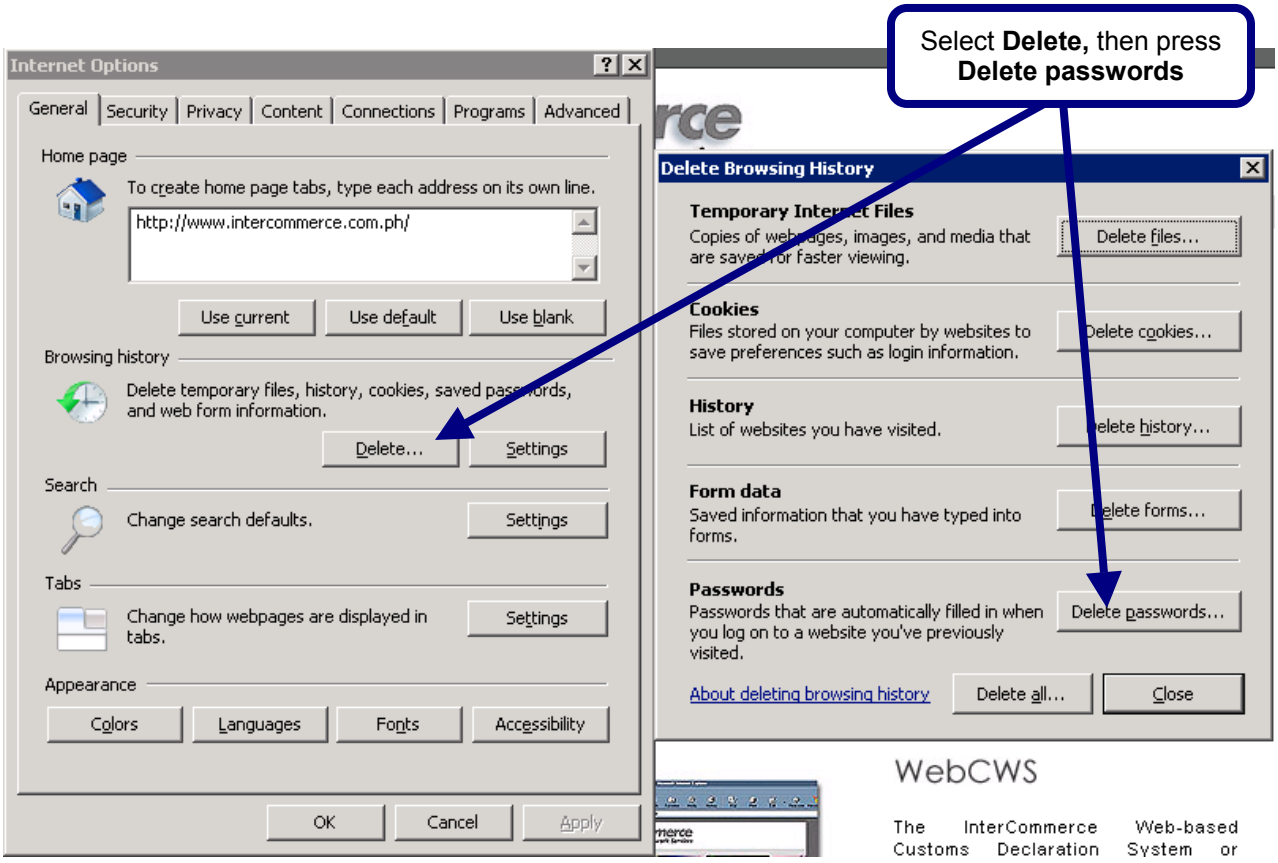


Fig 2.9

For Mozilla Firefox

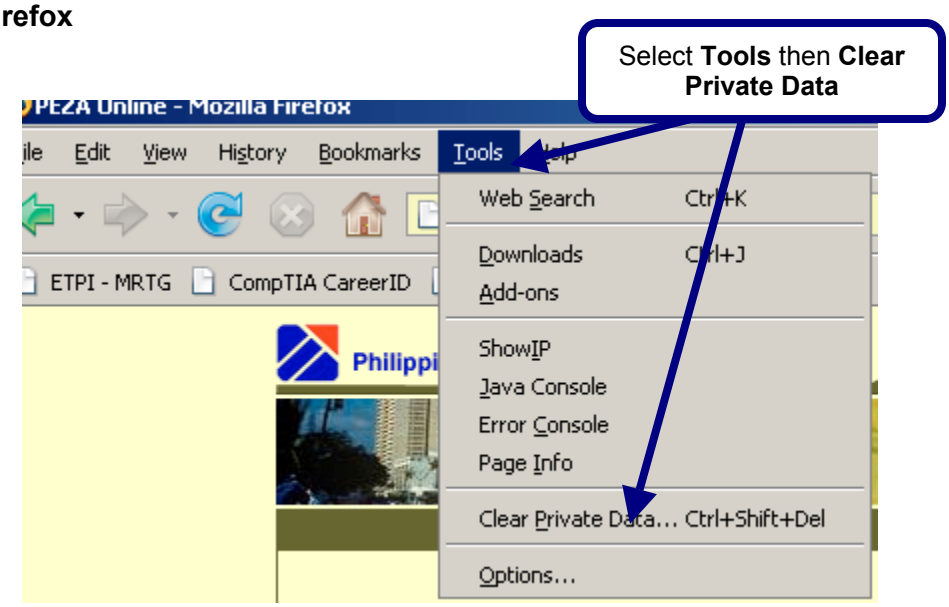


Fig 2.10

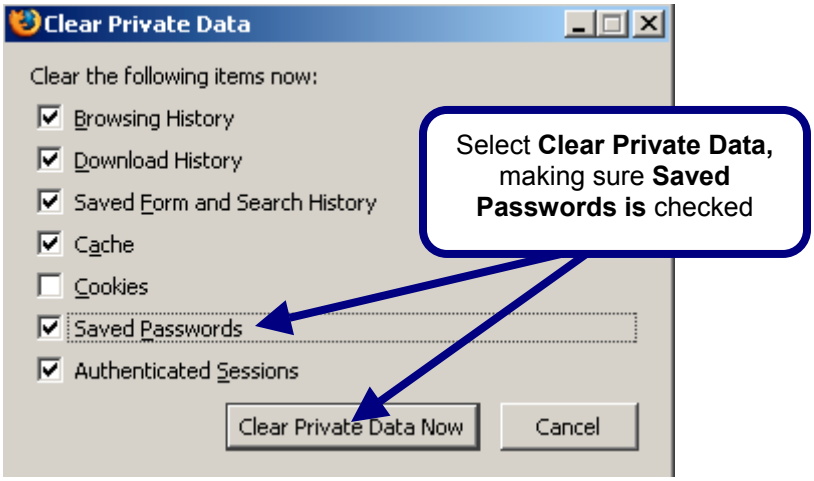


Fig 2.11

Section 3 – Maintaining System Data

Once the user selects **WebCWS ver 1.04,** the WebCWS Main Menu (Fig 3.1) will appear. Options will be made available to enter initial import declaration data.

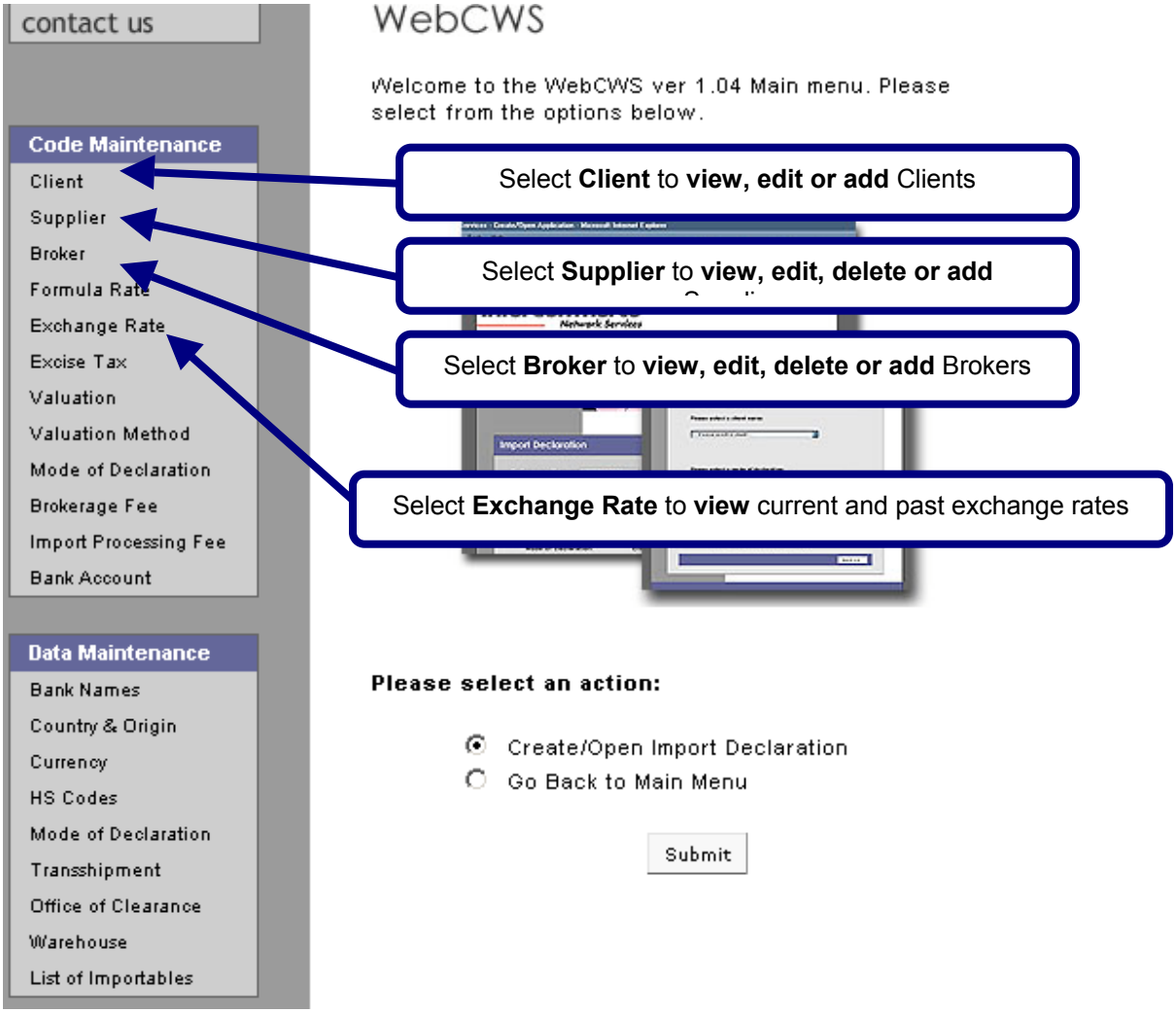


Fig 3.1 WebCWS Main Menu

Client Maintenance

Once the user selects **Client,** a pop-up will appear to show the listed clients for this account. Select **Add** to add a new client (Fig 3.3). This window also allows the user to edit and delete existing data.

Supplier Maintenance

Once the user selects **Supplier,** a pop-up will appear to show the listed suppliers for this account. Select **Add** to add a new supplier. This window also allows the user to edit and delete existing data.

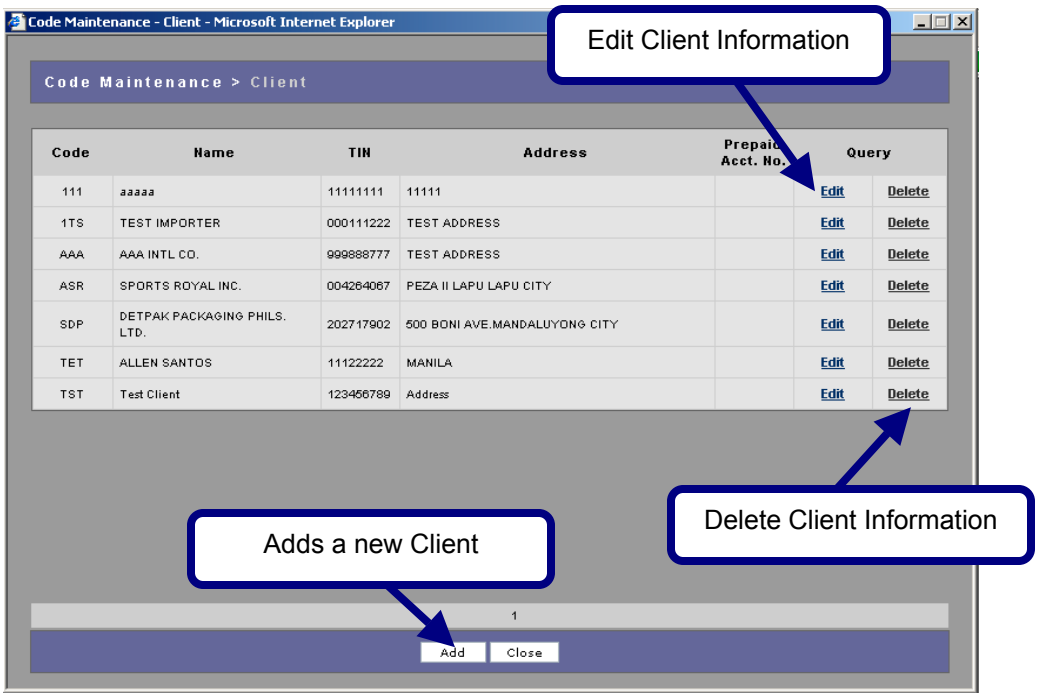

Code Maintenance - Client - Microsoft Internet Explorer
Code Maintenance > Client
Code
Name
TIN
Address
Prepaid Acct. No.
Query
111 aaaaa 11111111 11111 Edit Delete
1TS TEST IMPORTER 000111222 TEST ADDRESS Edit Delete
AAA AAA INTL CO. 999888777 TEST ADDRESS Edit Delete
ASR SPORTS ROYAL INC. 004264067 PEZA II LAPU LAPU CITY Edit Delete
SDP DETPAK PACKAGING PHILS. LTD. 202717902 500 BONI AVE.MANDALUYONG CITY Edit Delete
TET ALLEN SANTOS 11122222 MANILA Edit Delete
TST Test Client 123456789 Address Edit Delete
1
Add
Close
Edit Client Information
Delete Client Information
Adds a new Client

Fig 3.2

Broker Maintenance

Once the user selects **Broker,** a pop-up will appear to show the listed brokers for this account. Select **Add** to add a new broker. This window also allows the user to edit and delete existing data.

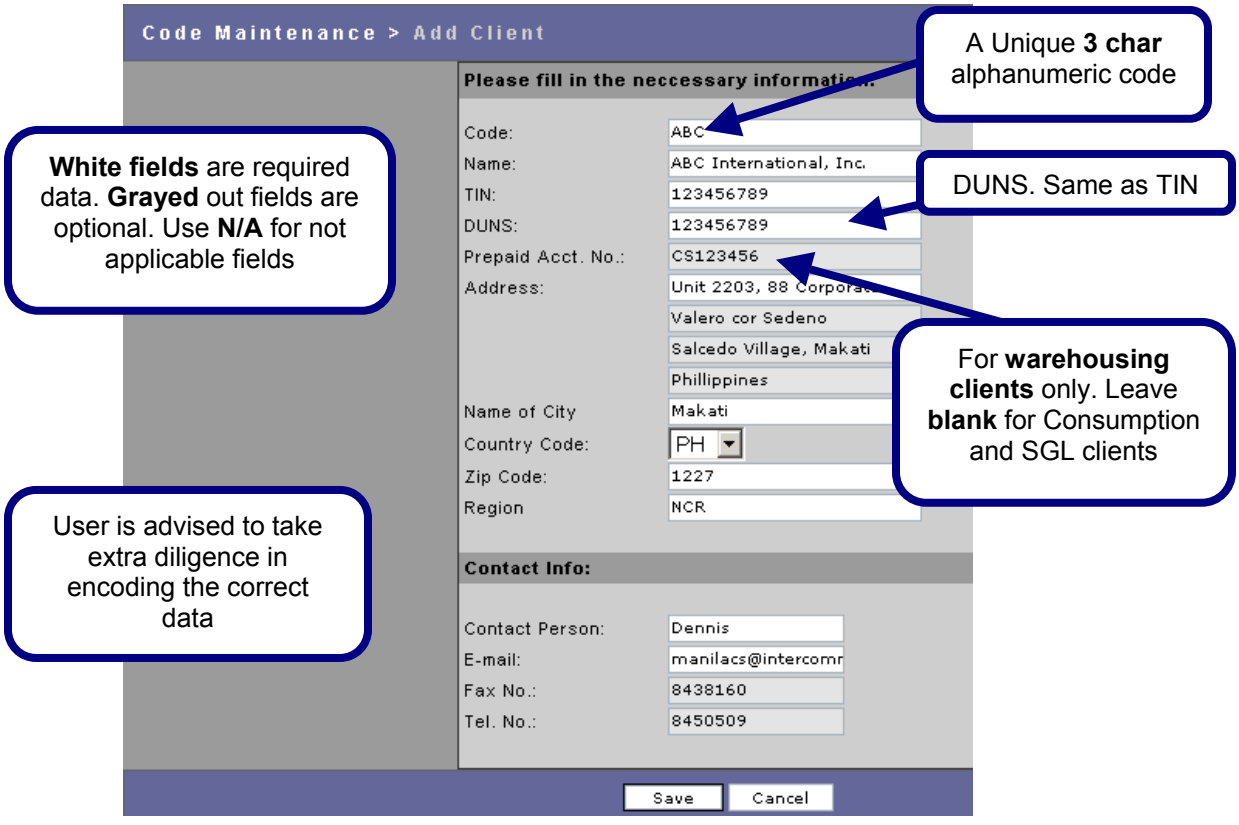

Code Maintenance > Add Client
Please fill in the neccessary information
Code: ABC
Name: ABC International, Inc.
TIN: 123456789
DUNS: 123456789
Prepaid Acct. No.: CS123456
Address: Unit 2203, 88 Corporate
Valero cor Sedeno
Salcedo Village, Makati
Phillippines
Name of City Makati
Country Code: PH
Zip Code: 1227
Region NCR
Contact Info:
Contact Person: Dennis
E-mail: manilacs@intercomm
Fax No.: 8438160
Tel. No.: 8450509
Save
Cancel
A Unique **3 char** alphanumeric code
DUNS. Same as TIN
White fields are required data. **Grayed** out fields are optional. Use **N/A** for not applicable fields
For **warehousing clients** only. Leave **blank** for Consumption and SGL clients
User is advised to take extra diligence in encoding the correct data

Fig 3.3 Add Client Window

Section 4 – Preparing Import Declarations

In the WebCWS Main Menu, select **Create/Open Import Declaration** button then Click the **Submit** box (Fig 4.1).

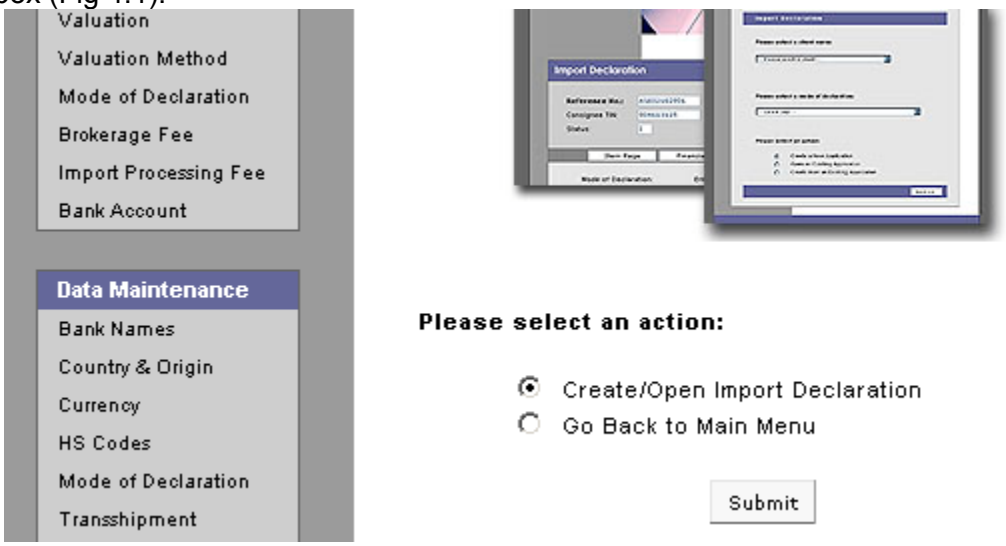


Fig 4.1 WebCWS Main Menu

In the next window, select a **Client** from the drop down menu.

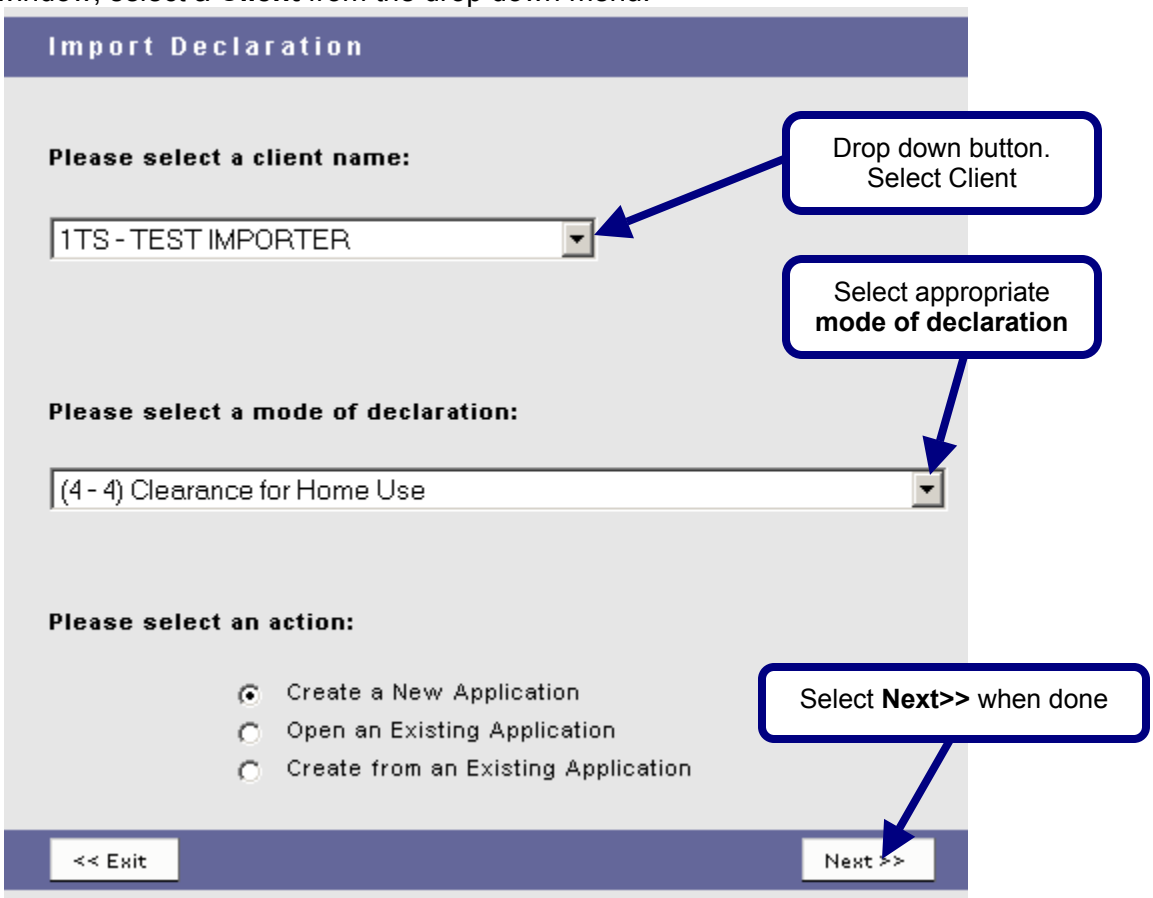

Import Declaration
Please select a client name:
1TS - TEST IMPORTER
Drop down button. Select Client
Select appropriate mode of declaration
Please select a mode of declaration:
(4 - 4) Clearance for Home Use
Please select an action:
Create a New Application
Open an Existing Application
Create from an Existing Application
Select Next>> when done
<< Exit
Next >>

Fig 4.2

After selecting the **Client,** select the **mode of declaration**. Check with InterCommerce if desired Mode of Declaration option is not available.

Select **Create a New Application** button and click **Next**.

The **Create a New Application** window will appear with the following data:

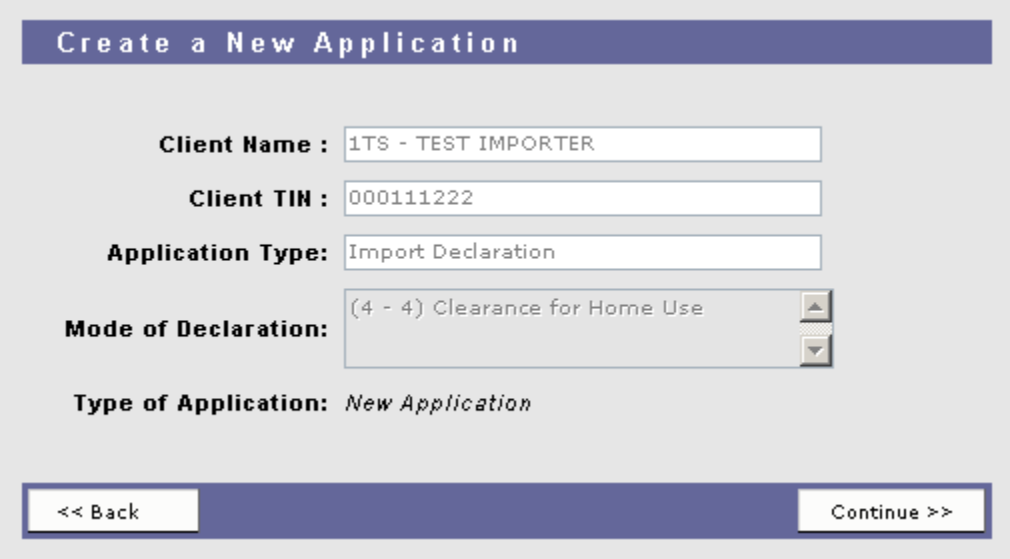


Fig 4.3

If all the details are correct, select **Continue** to proceed.

Import Declaration – General Page

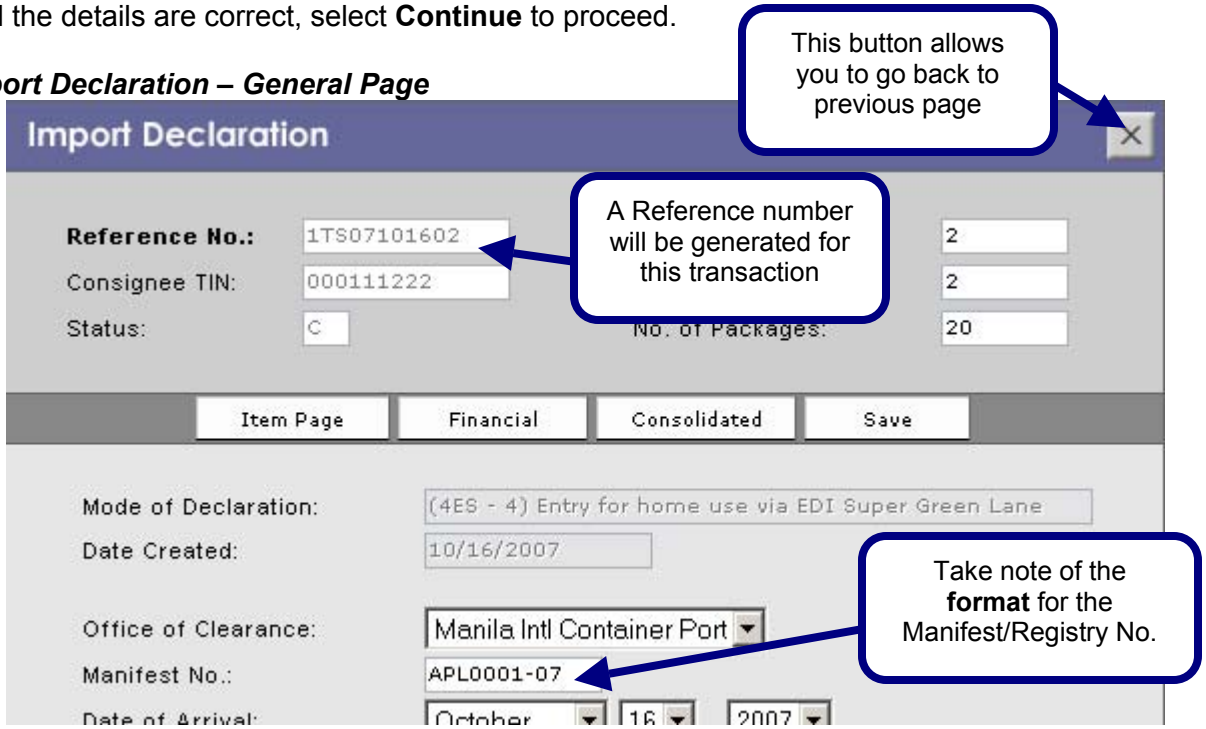


Fig 4.4 Import Declaration - General Page

The **Reference number** will only be stored in the system when the Import declaration is saved for the first time. The format is (**AAAYYMMDDXX**) Client Code, Year, Month, Day and series number.

All required fields must be ***filled out*** before the declaration can be saved.

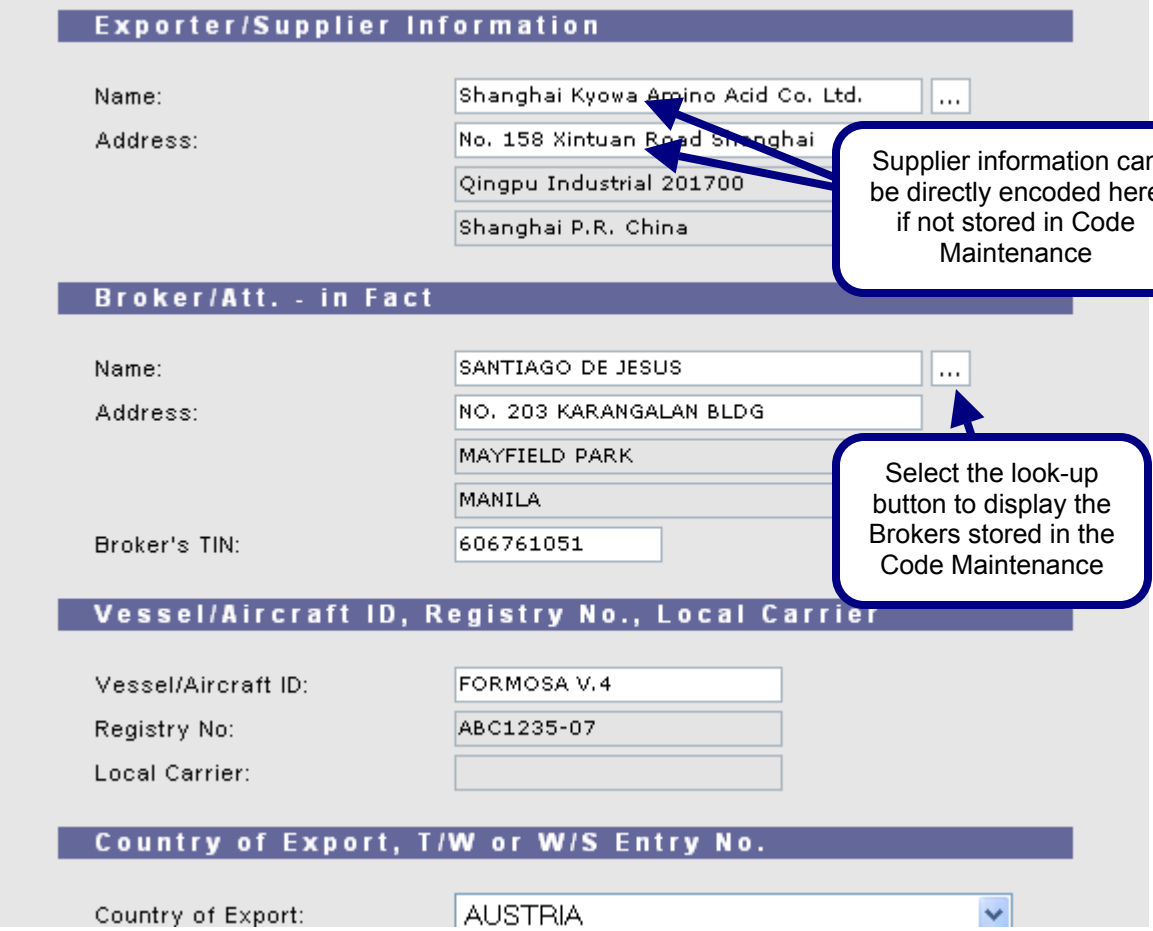


Fig 4.5 Import Declaration Data

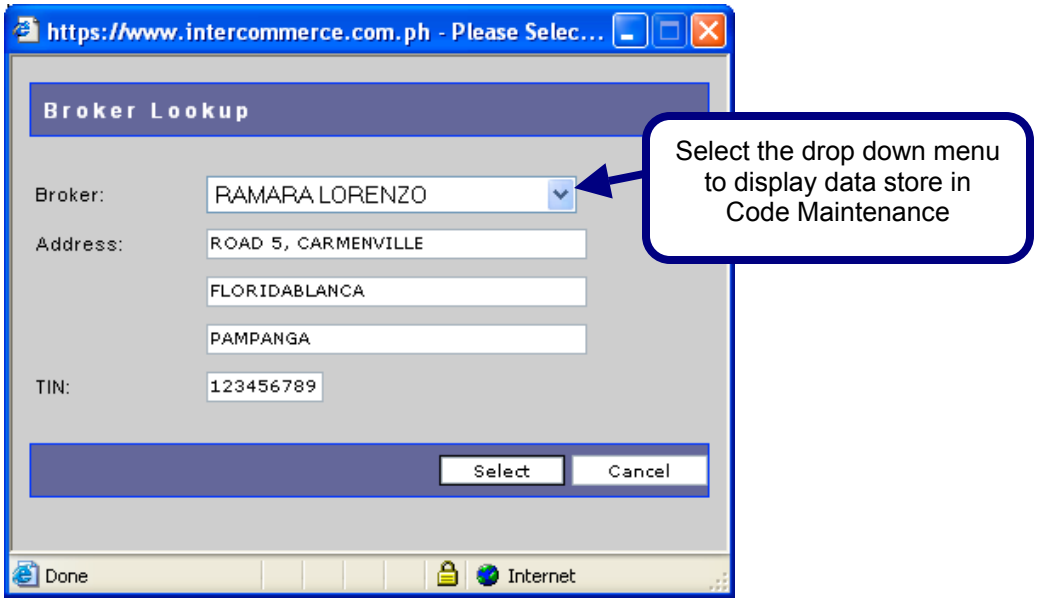


Fig 4.4 Broker look-up box

Item Page
Select Item Page from the General Page (Fig 4.4). The Item Page summary window will appear.

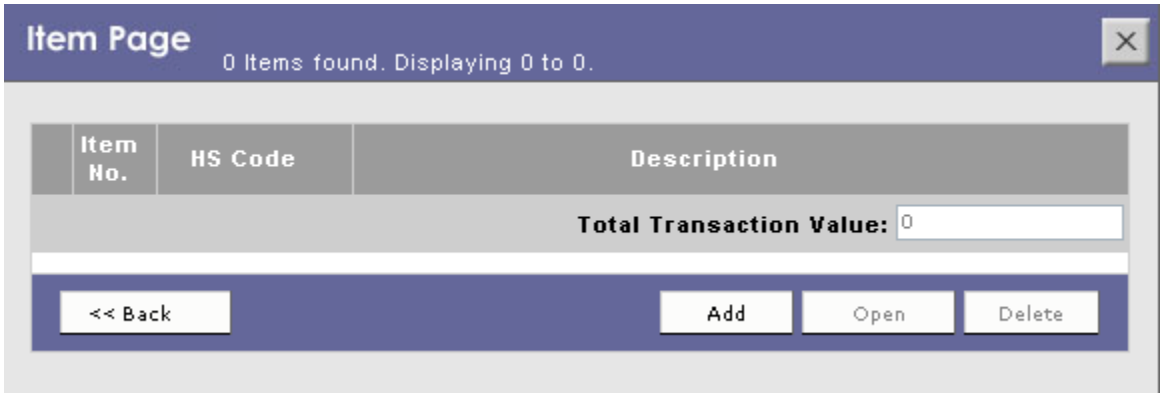


Fig 4.5 Item Page - Summary Window

Select **Add** button to go to the Item Details page

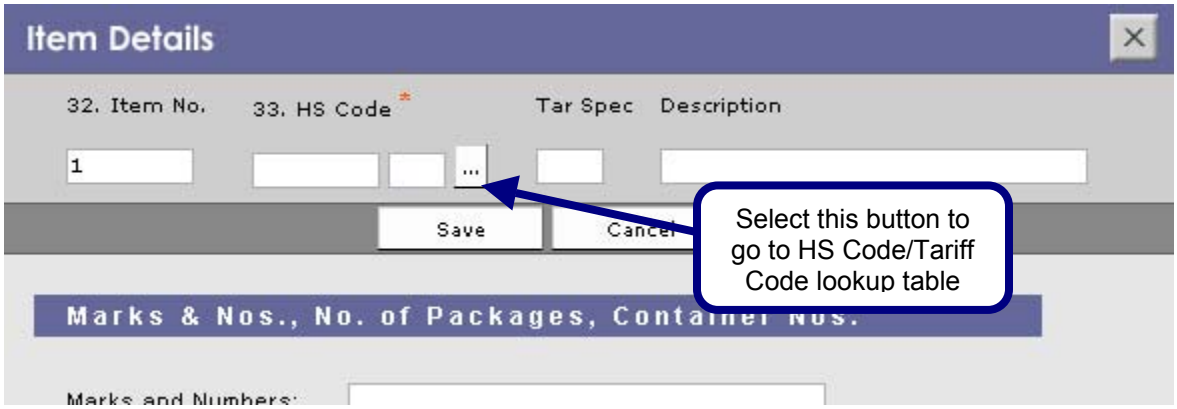


Fig 4.6 Item Details

Once the **HS code Lookup** window appears (Fig 4.7), you can begin searching for the required HS Code/Tariff Heading by entering the first six (6) digits in the search field.

If the **UOM** (unit of measurement) column has a PCE, the supplementary unit is mandatory.

When the desired HS Code/Tariff Heading is displayed, select the option button and click the **Select** button.

After selecting the appropriate HS Code/Tariff Heading, the **Item Details** page will be displayed with the selected data (Fig 4.8). Fill out all the necessary information, and then **save**. When successfully saved, the **Item Summary** page will appear (Fig 4.14).

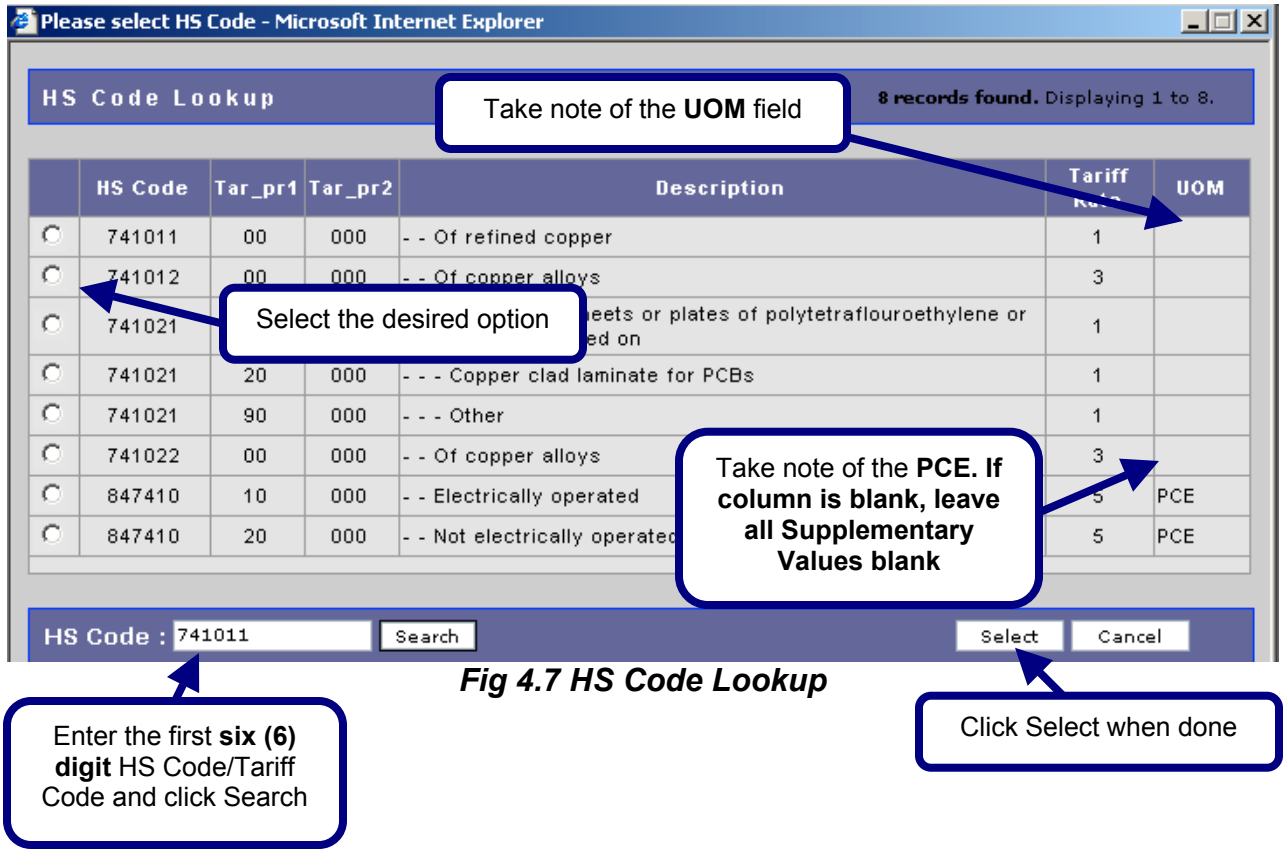

Please select HS Code - Microsoft Internet Explorer
HS Code Lookup
8 records found. Displaying 1 to 8.
Take note of the UOM field
HS Code
Tar_pr1
Tar_pr2
Description
Tariff
UOM
741011 00 000 - - Of refined copper 1
741012 00 000 - - Of copper alloys 3
741021 1
741021 20 000 - - - Copper clad laminate for PCBs 1
741021 90 000 - - - Other 1
741022 00 000 - - Of copper alloys 3
847410 10 000 - - Electrically operated 5 PCE
847410 20 000 - - Not electrically operated 5 PCE
Select the desired option
Take note of the PCE. If column is blank, leave all Supplementary Values blank
HS Code : 741011
Search
Select
Cancel
Enter the first six (6) digit HS Code/Tariff Code and click Search
Click Select when done

Fig 4.7 HS Code Lookup

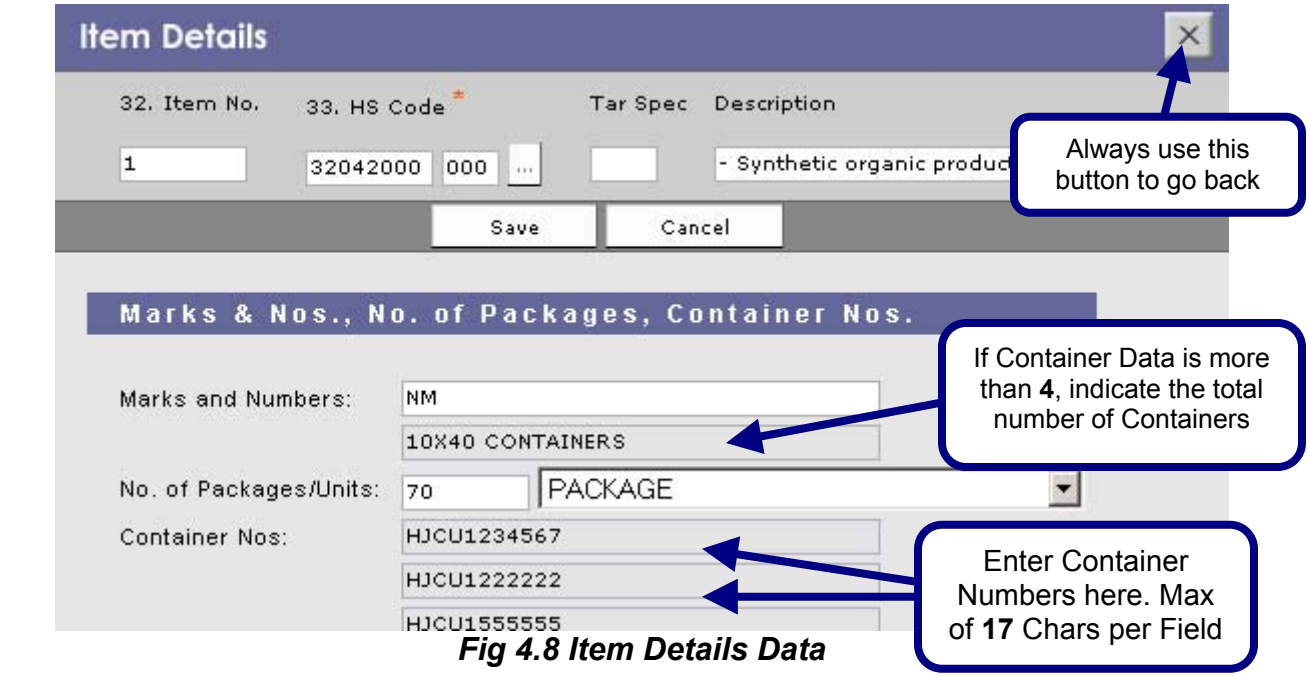


Fig 4.8 Item Details Data

The **Invoice Number** field and other Flags.

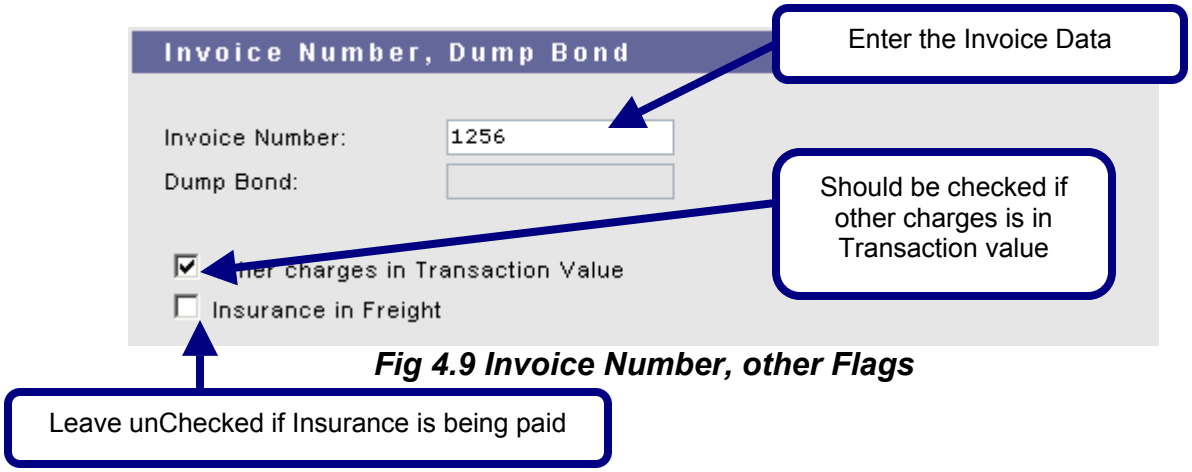

Invoice Number, Dump Bond
Invoice Number:
1256
Dump Bond:
Insurance in Freight
Enter the Invoice Data
Should be checked if other charges is in Transaction value
Leave unChecked if Insurance is being paid

Fig 4.9 Invoice Number, other Flags

The **Supplementary Value** is dependent on the HS code/Tariff Heading selected.

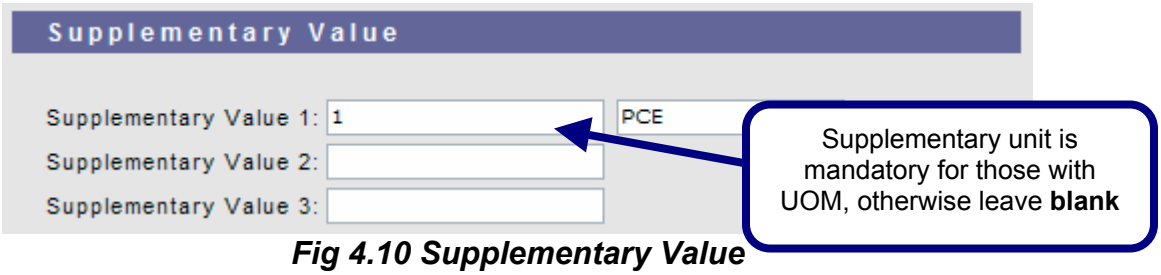


Fig 4.10 Supplementary Value

Select the **Country Code** as well as the applicable **Preference**.

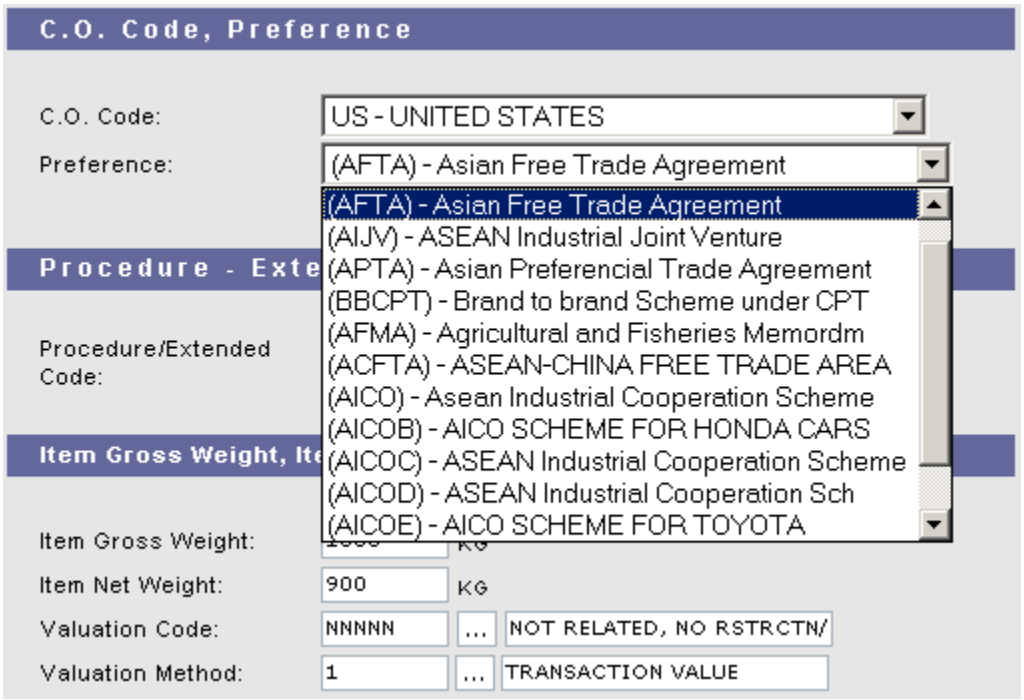

C.O. Code, Preference
C.O. Code:
US - UNITED STATES
Preference:
(AFTA) - Asian Free Trade Agreement
(AFTA) - Asian Free Trade Agreement
(AIJV) - ASEAN Industrial Joint Venture
(APTA) - Asian Preferencial Trade Agreement
(BBCPT) - Brand to brand Scheme under CPT
(AFMA) - Agricultural and Fisheries Memordm
(ACFTA) - ASEAN-CHINA FREE TRADE AREA
(AICO) - Asean Industrial Cooperation Scheme
(AICOB) - AICO SCHEME FOR HONDA CARS
(AICOC) - ASEAN Industrial Cooperation Scheme
(AICOD) - ASEAN Industrial Cooperation Sch
(AICOE) - AICO SCHEME FOR TOYOTA
Procedure/Extended Code:
Item Net Weight:
900
KG
Valuation Code:
NNNNN
NOT RELATED, NO RSTRCTN/
Valuation Method:
1
TRANSACTION VALUE

Fig 4.11 Preference

Select the **Procedure** and applicable **Extended Code**.

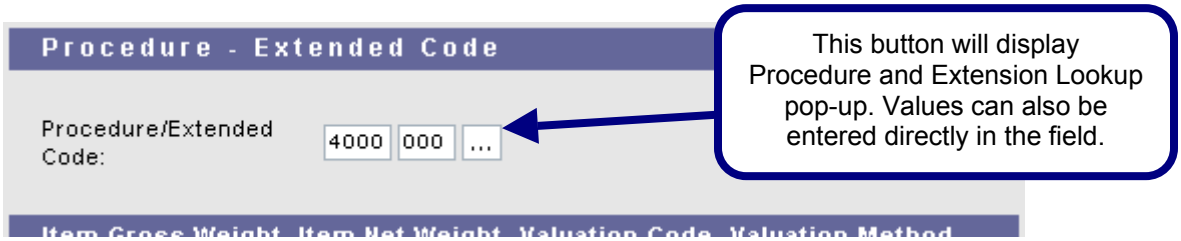

Procedure - Extended Code
Procedure/Extended Code:
4000
000
...
This button will display Procedure and Extension Lookup pop-up. Values can also be entered directly in the field.

Fig 4.12 Procedure, Extended Code

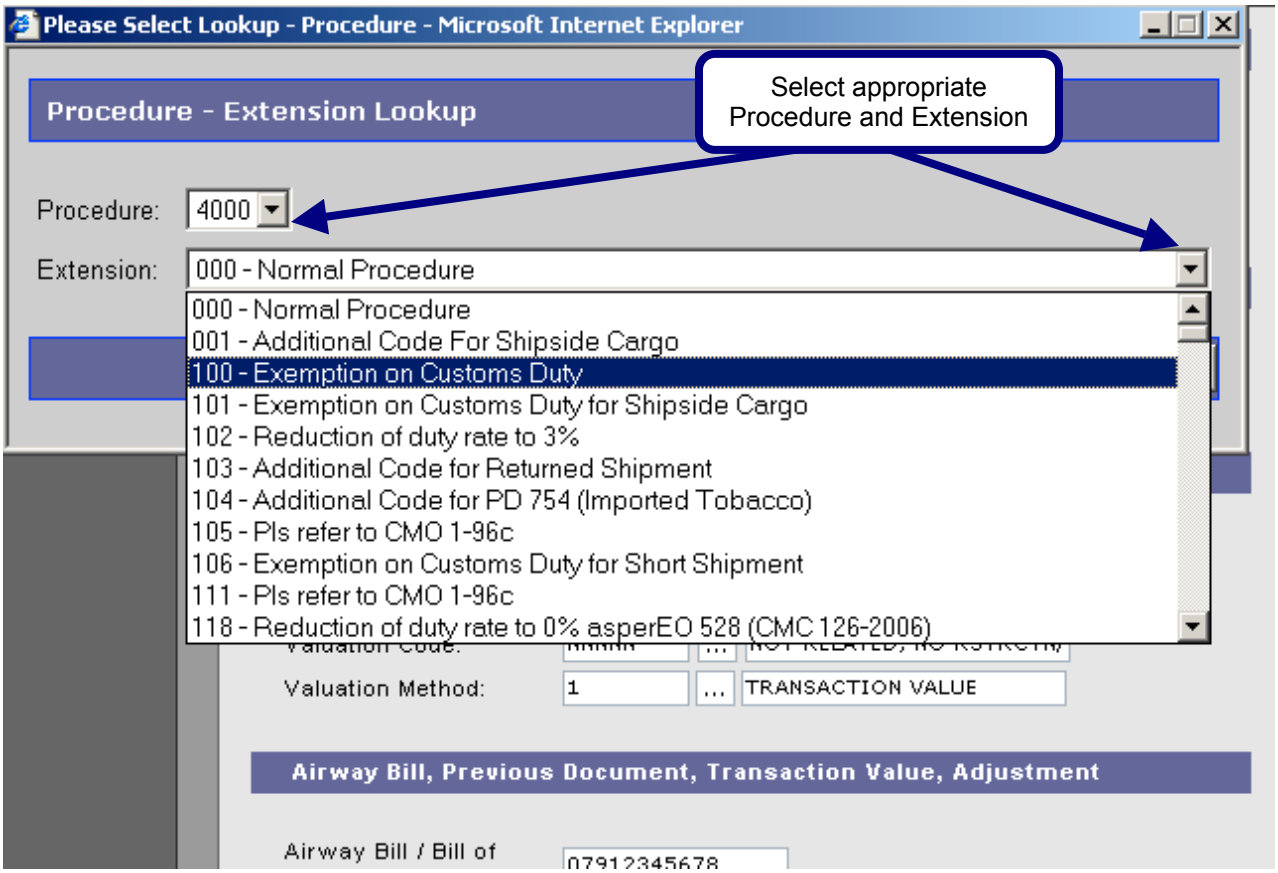
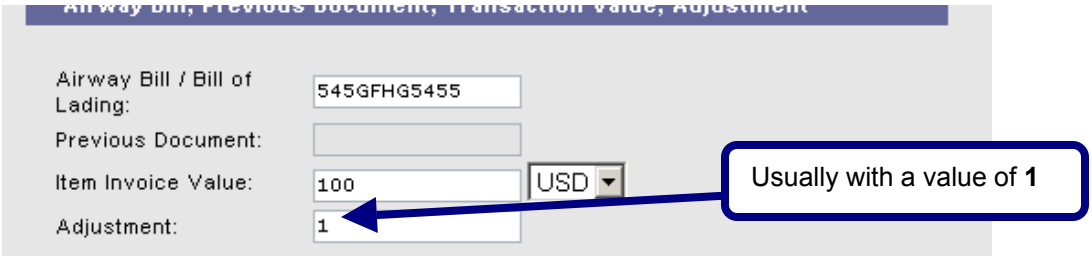

Please Select Lookup - Procedure - Microsoft Internet Explorer
Procedure - Extension Lookup
Select appropriate Procedure and Extension
Procedure:
4000
Extension:
000 - Normal Procedure
000 - Normal Procedure
001 - Additional Code For Shipside Cargo
100 - Exemption on Customs Duty
101 - Exemption on Customs Duty for Shipside Cargo
102 - Reduction of duty rate to 3%
103 - Additional Code for Returned Shipment
104 - Additional Code for PD 754 (Imported Tobacco)
105 - Pls refer to CMO 1-96c
106 - Exemption on Customs Duty for Short Shipment
111 - Pls refer to CMO 1-96c
118 - Reduction of duty rate to 0% asperEO 528 (CMC 126-2006)
Valuation Method:
1
...
TRANSACTION VALUE
Airway Bill, Previous Document, Transaction Value, Adjustment
Airway Bill / Bill of
07912345678

Fig 4.13 Procedure, Extended Code Options



Entering Multiple Items

To enter additional items, select the **Add** button. Select **Open** to review previous item and **Delete** to remove current selected item. When adding multiple items, double-check the data per item.

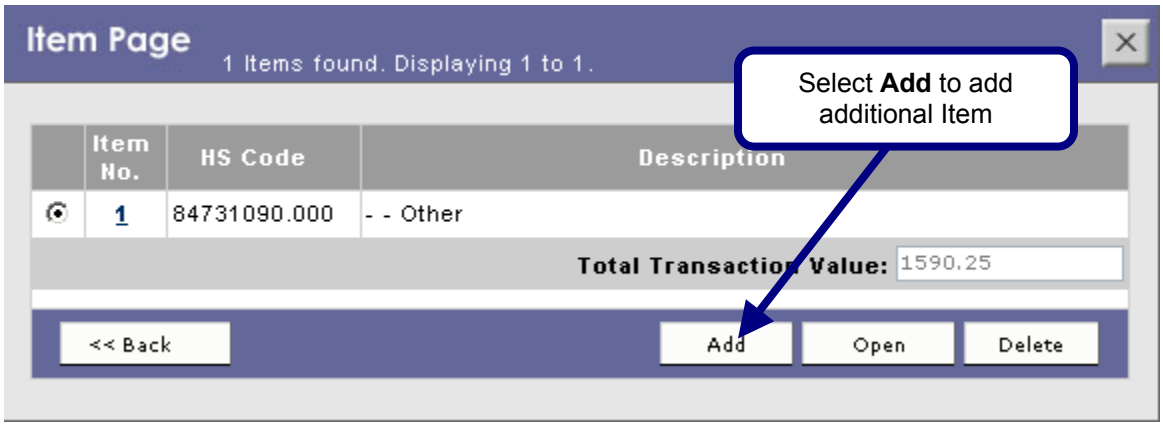


Fig 4.14 Item Page – 1 Item

Enter all the necessary values on the succeeding items. Select **Save** when done.

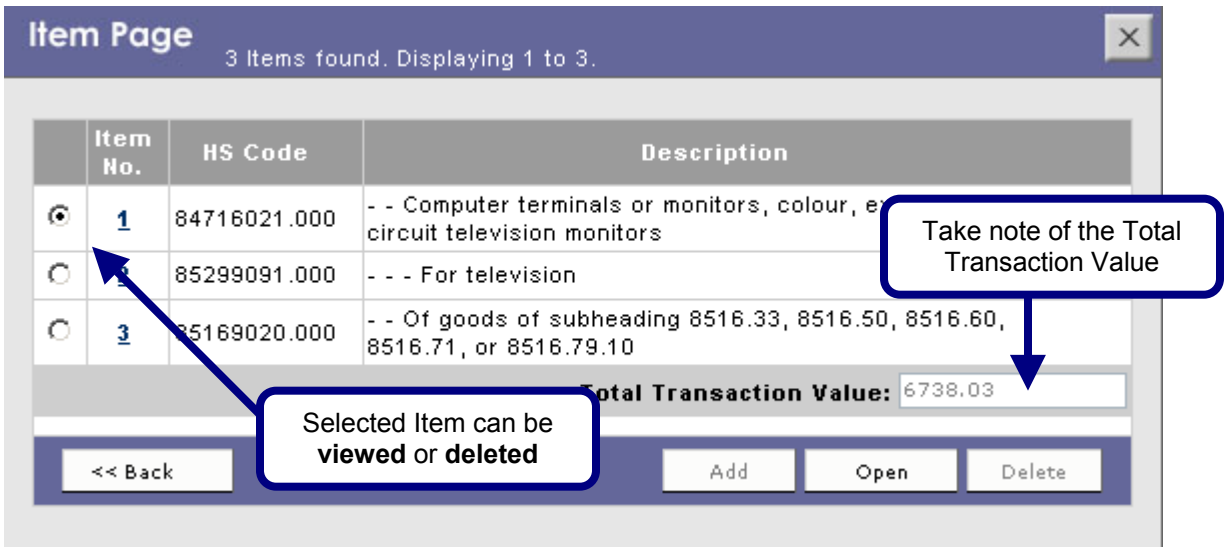


Fig 4.15 Item Page – Multiple Items

Financial Page

The Financial page can only be accessed if there is an **existing saved item**.

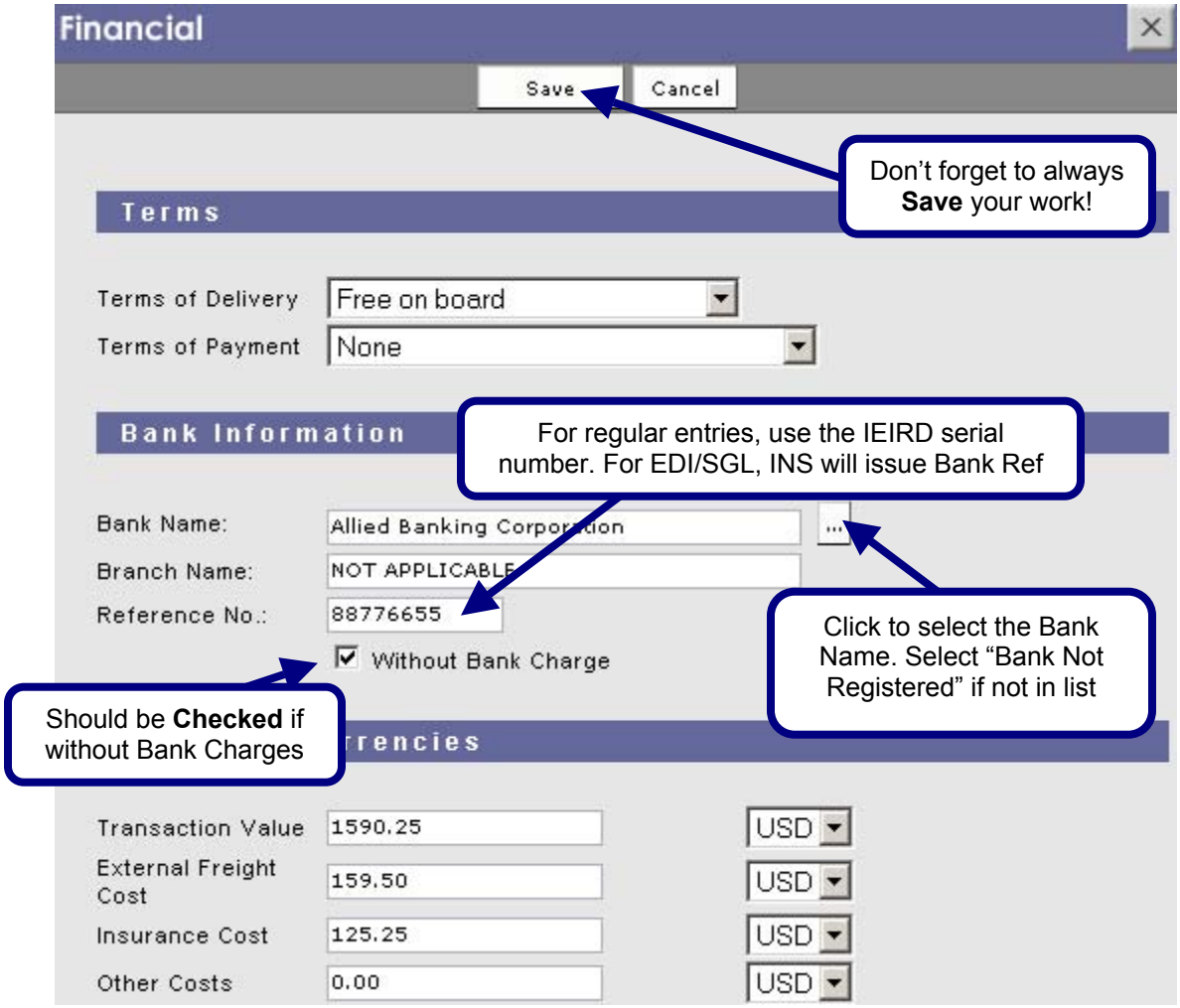


Fig 4.16 Financial Page

Pre assessment

Before sending an *Import Declaration*, Please view your current transaction in your pre-assessment facility. At the bottom of the **Import Declaration – General Page**, you can see the following icons:

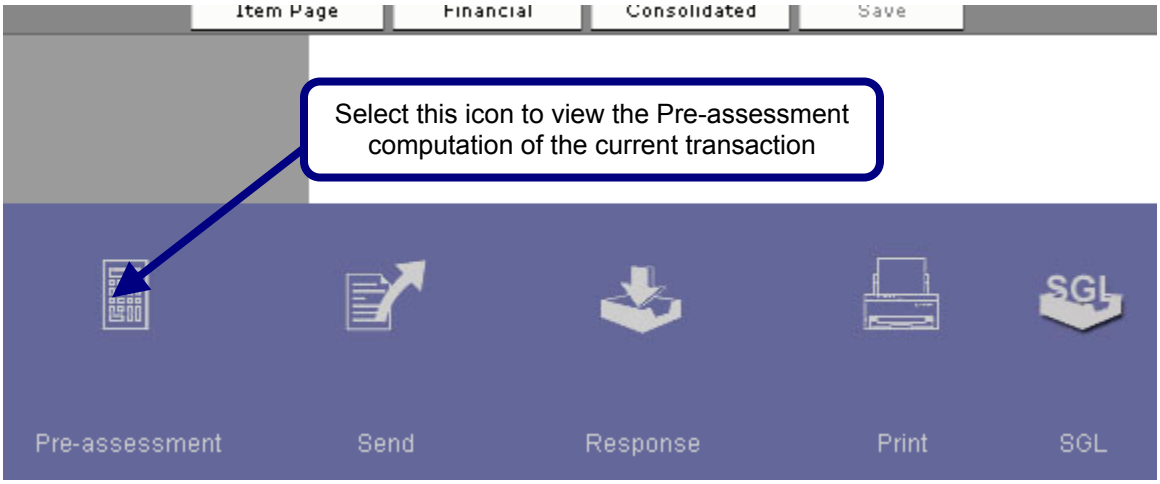


Fig 4.18 Import Declaration – General Page Icons

User is advised to **double-check** the values before sending the Import Declaration to BoC. Also check the current Exchange Rate if it is applicable to the current transaction.

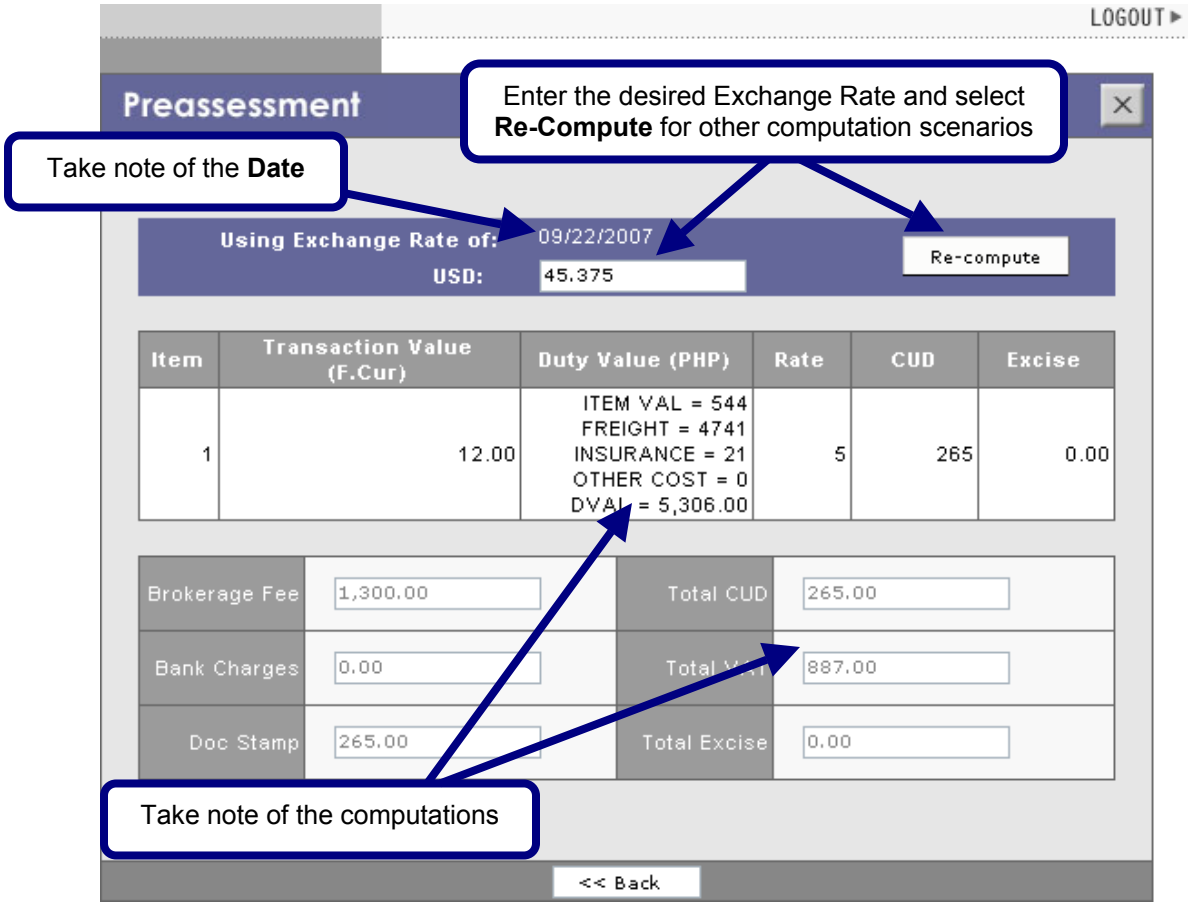


Fig 4.19 Pre-assessment Page

Section 5 – Sending Import Declaration and Receiving Response

Sending Import Declaration to BoC

From the Import Declaration General Page, scroll down to the following icons (Fig 5.1):

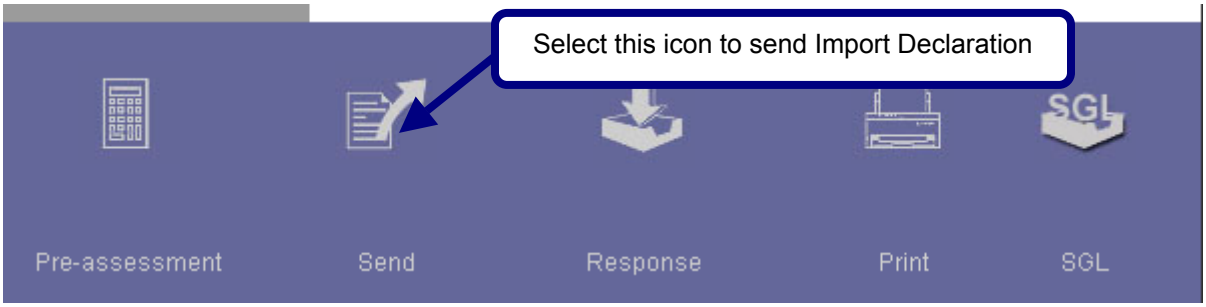


Fig 5.1

The Message Checking window will appear (Fig 5.2). Select the default **Send via XML**, then select the **Continue** button.

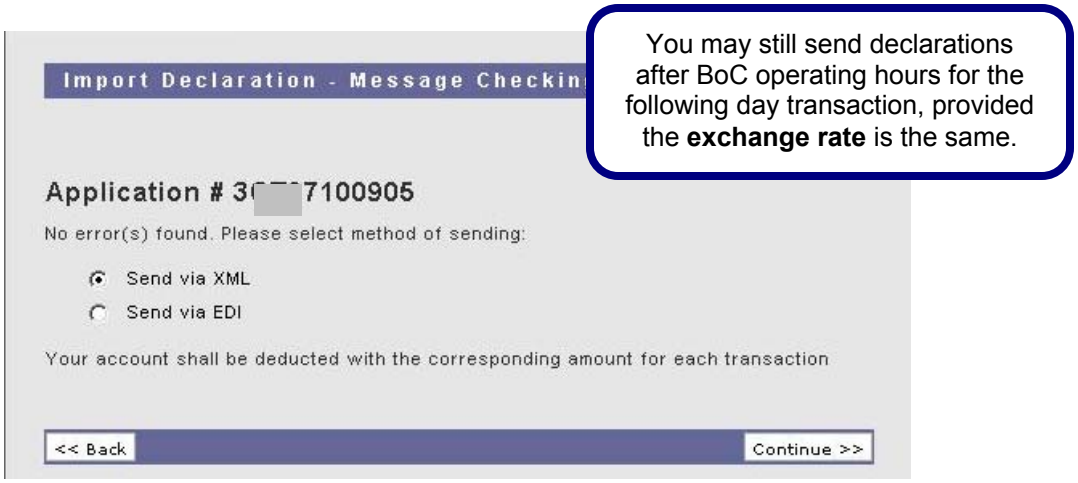

You may still send declarations after BoC operating hours for the following day transaction, provided the **exchange rate** is the same.
Import Declaration - Message Checkin
Application # 3 7100905
No error(s) found. Please select method of sending:
Send via XML
Send via EDI
Your account shall be deducted with the corresponding amount for each transaction
<< Back
Continue >>

Fig 5.2

Once successfully sent, a confirmation window will appear. Select the **Back** button to go back to the **Import Declaration General Page**.

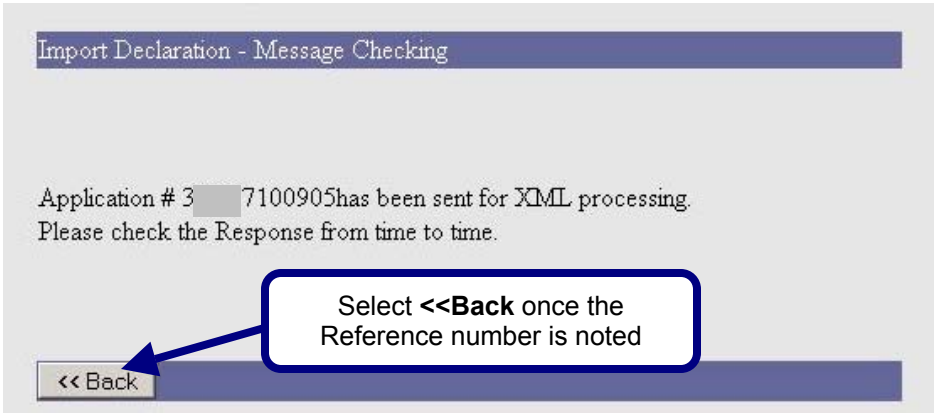

Import Declaration - Message Checking
Application # 3 7100905has been sent for XML processing.
Please check the Response from time to time.
Select **<<Back** once the Reference number is noted
<< Back

Fig 5.3

Receiving Import Declaration response

From the Existing Import Application Summary Page, Check the status of the particular transaction. It is recommended to refresh the page while waiting for a response.

Click the refresh button in your browser icon or press F5 for Internet Explorer or CTRL + R if using Mozilla Firefox.

Status	Remarks
AG	Approved Green
AS	Approved Selected
S	The system has not received a response yet
ER	Error Response. Check the Declaration
C	Created
I	Incomplete

Table 6.1 Status Table

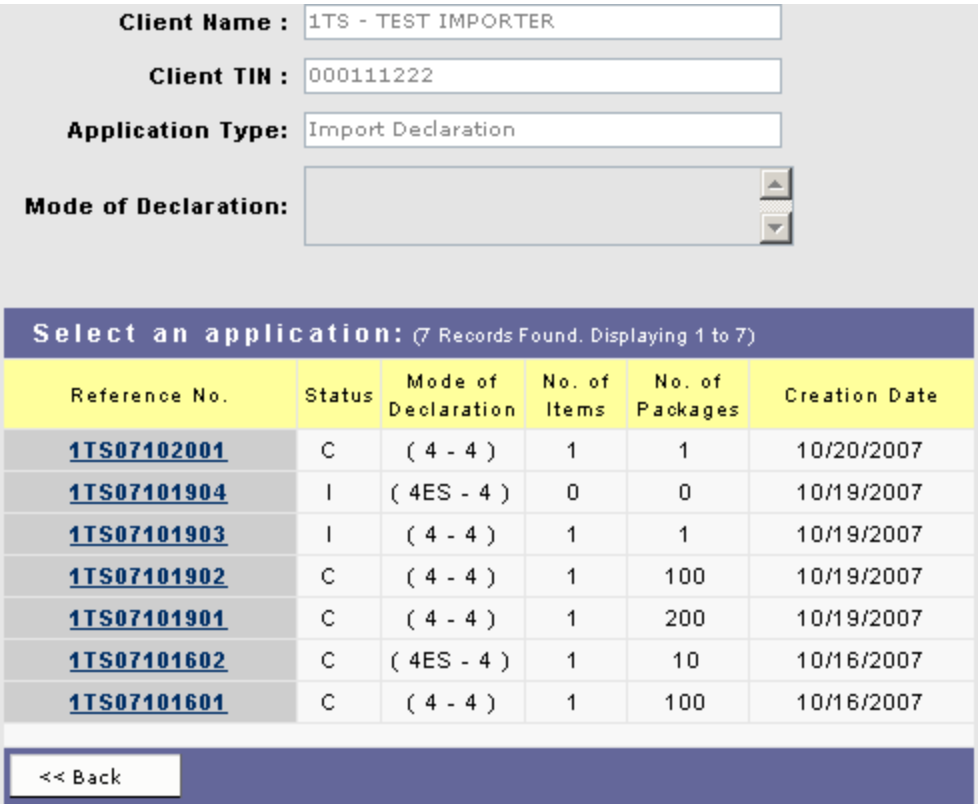

Client Name : 1TS - TEST IMPORTER
Client TIN : 000111222
Application Type: Import Declaration
Mode of Declaration:
Select an application: (7 Records Found. Displaying 1 to 7)
Reference No. | Status | Mode of Declaration | No. of Items | No. of Packages | Creation Date
1TS07102001 | C | (4 - 4) | 1 | 1 | 10/20/2007
1TS07101904 | I | (4ES - 4) | 0 | 0 | 10/19/2007
1TS07101903 | I | (4 - 4) | 1 | 1 | 10/19/2007
1TS07101902 | C | (4 - 4) | 1 | 100 | 10/19/2007
1TS07101901 | C | (4 - 4) | 1 | 200 | 10/19/2007
1TS07101602 | C | (4ES - 4) | 1 | 10 | 10/16/2007
1TS07101601 | C | (4 - 4) | 1 | 100 | 10/16/2007
<< Back

Fig 5.4

Checking the Declaration if Error response is received
For Error Status, Select the **Response** icon from the General Page. The response window will appear.

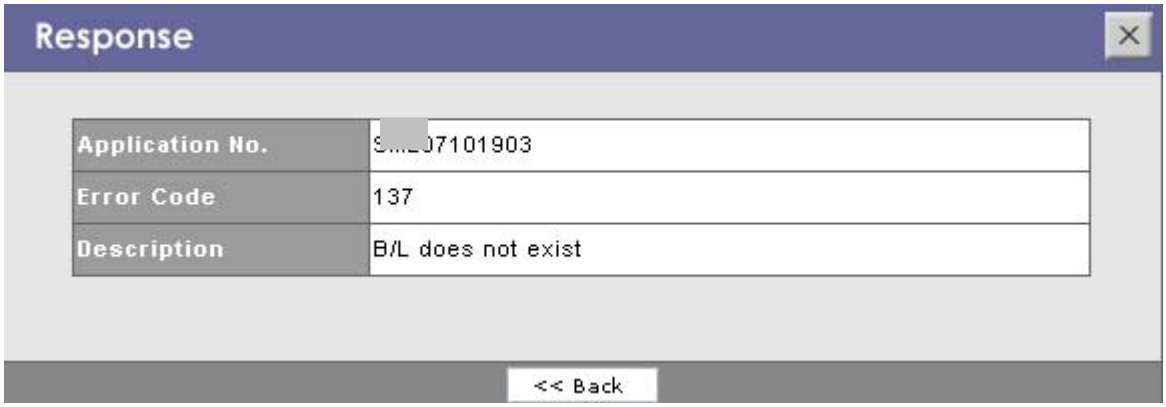


Fig 5.5

If error is unspecified, call InterCommerce Help Desk for assistance. See **Appendix A** for usual errors and how to prevent them.

System errors may be discounted in your account balance. Should you encounter such, please write a request within 30 days to INS Finance Department for adjustment.

Section 6 – Opening and Editing saved Declarations

Opening Existing Applications

From the **WebCWS Main Menu**, Select **Create/Open and Import Declaration** and click the **Submit** button.

The Client select page will appear. Select the desired Client from the available option (Fig 6.1).

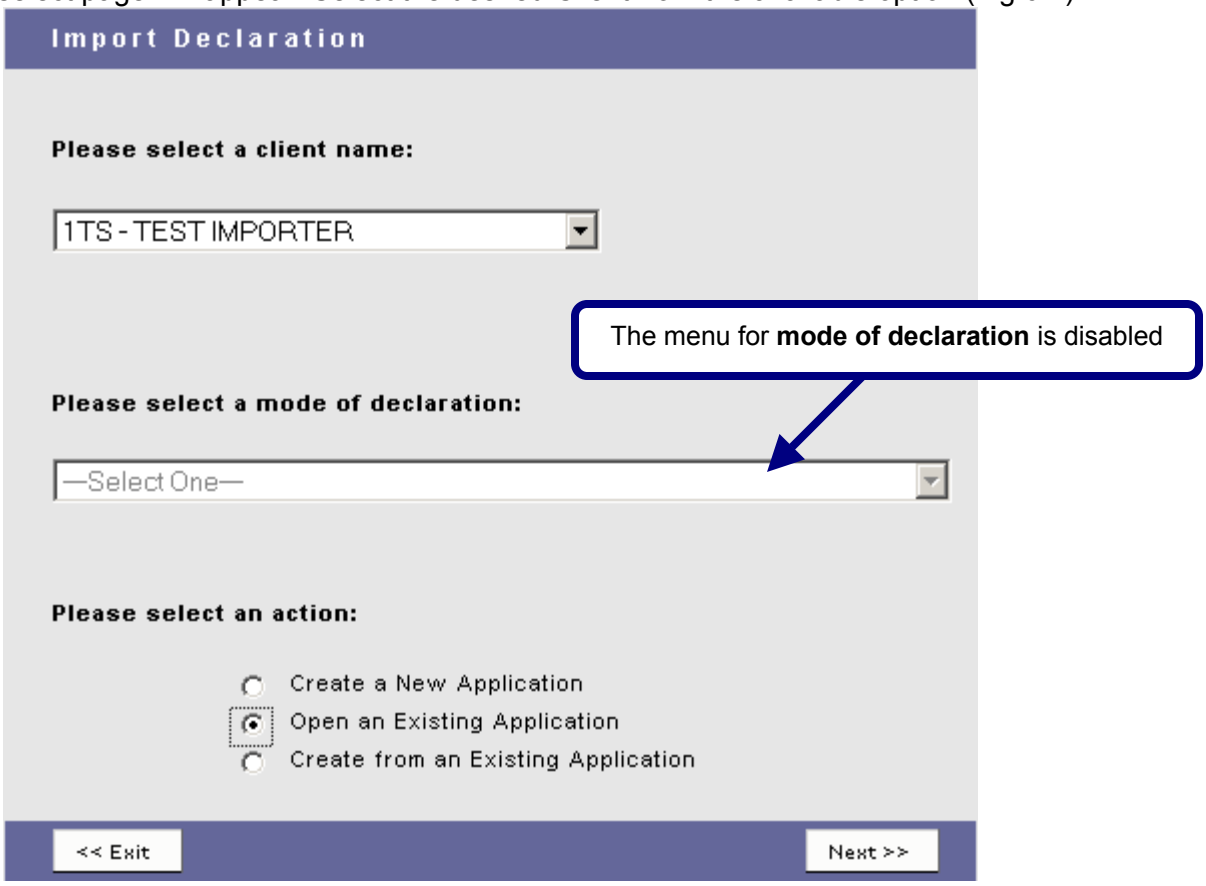

Import Declaration
Please select a client name:
1TS - TEST IMPORTER
The menu for mode of declaration is disabled
Please select a mode of declaration:
—Select One—
Please select an action:
Create a New Application
Open an Existing Application
Create from an Existing Application
<< Exit
Next >>

Fig 6.1

Select the option button for the **Open an Existing Application** action. Click **Next>>** button to proceed (Fig 6.1). Select the desired **Reference Number** (Fig 6.2)

Once the **Import Declaration General Page** appears, edit the appropriate data and **Save** to make the changes permanent.

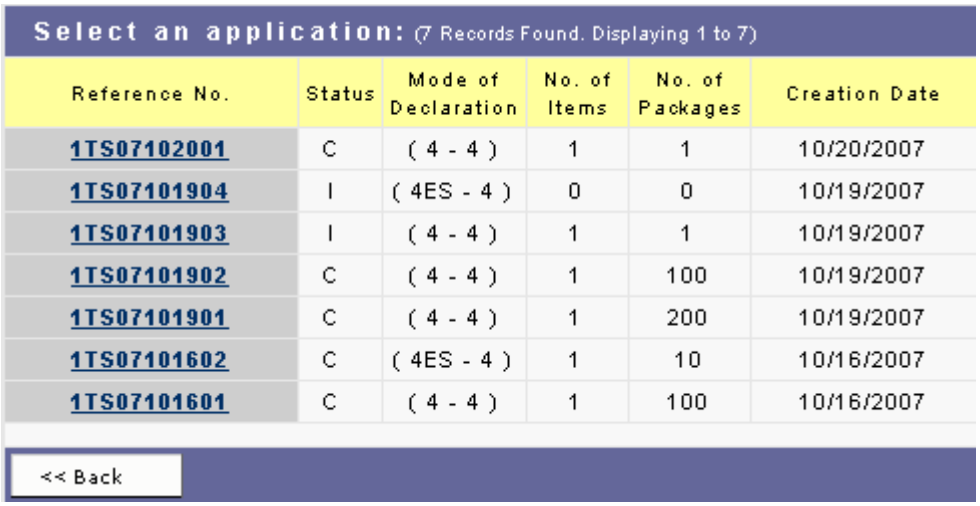


Fig 6.2

Creating from an Existing Application

To create a Declaration based from the data of an existing Import Entry, Select the option Create from an Existing Application button and click the **Next>>** button (Fig 6.1)**.**

The next window will display the previously created declarations (Fig 6.2). Select from the available list, the desired reference number.

A new **Reference Number** will then be generated for the new Declaration (Fig 6.3). The declaration will only be stored in the system once **Saved**.

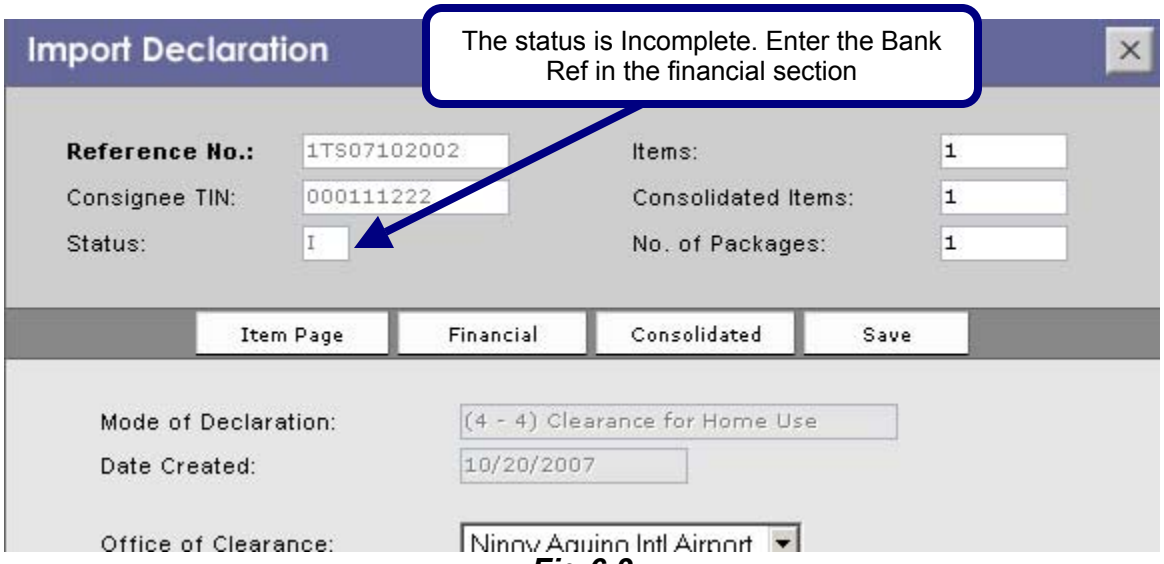


Fig 6.3

Section 7 – Printing Declarations

Only Import Entries with the status of **AS** or **AG** can be printed (See Table 6.1 for status list). On the **Existing Import Application** summary page, select the **Reference number** of the desired transaction (Fig 7.1).

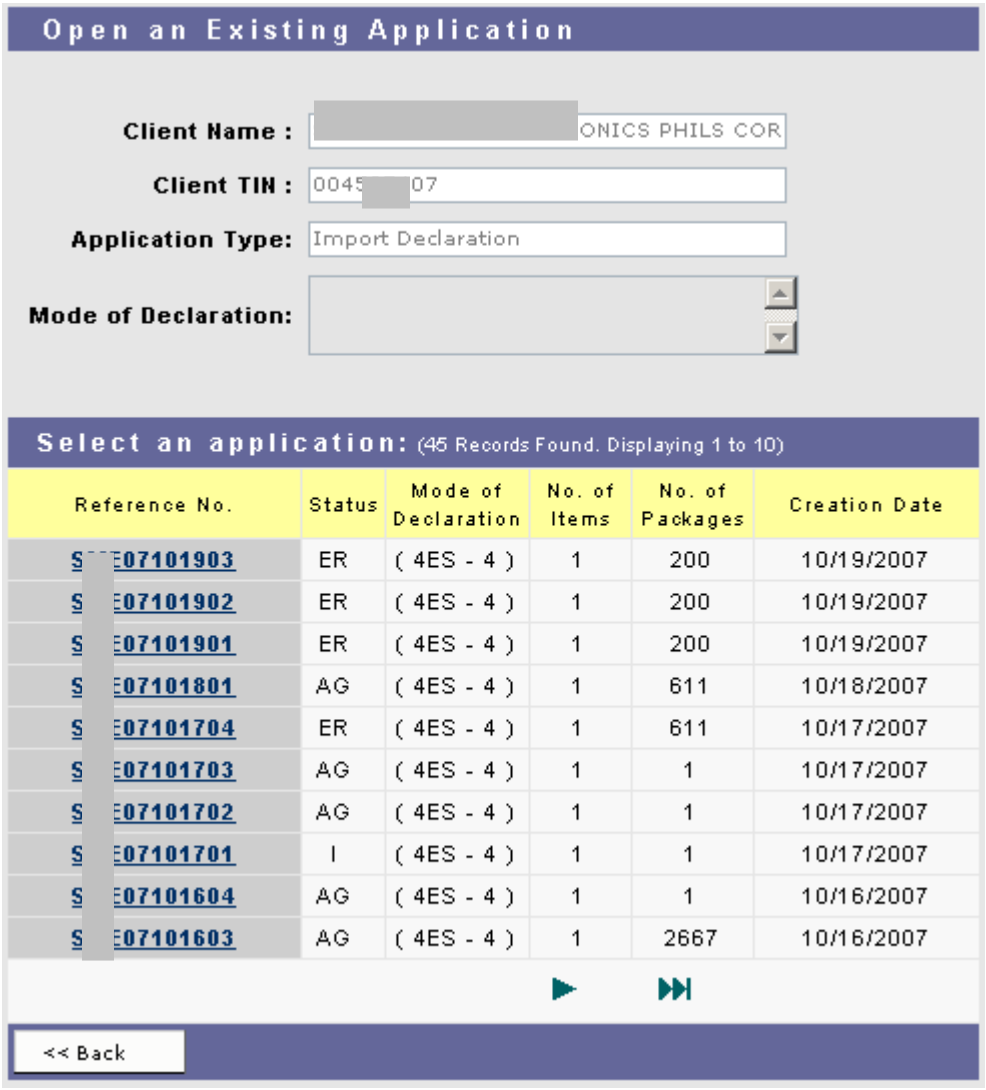

Open an Existing Application
Client Name :
ONICS PHILS COR
Client TIN :
0045 07
Application Type:
Import Declaration
Mode of Declaration:
Select an application: (45 Records Found. Displaying 1 to 10)
Reference No.
Status
Mode of Declaration
No. of Items
No. of Packages
Creation Date
E07101903 ER (4ES - 4) 1 200 10/19/2007
E07101902 ER (4ES - 4) 1 200 10/19/2007
E07101901 ER (4ES - 4) 1 200 10/19/2007
E07101801 AG (4ES - 4) 1 611 10/18/2007
E07101704 ER (4ES - 4) 1 611 10/17/2007
E07101703 AG (4ES - 4) 1 1 10/17/2007
E07101702 AG (4ES - 4) 1 1 10/17/2007
E07101701 I (4ES - 4) 1 1 10/17/2007
E07101604 AG (4ES - 4) 1 1 10/16/2007
E07101603 AG (4ES - 4) 1 2667 10/16/2007
<< Back

Fig 7.1

Printing the Assessment Notice

From the **Import Declaration General Page**, Select the **Response** icon (Fig 7.2).

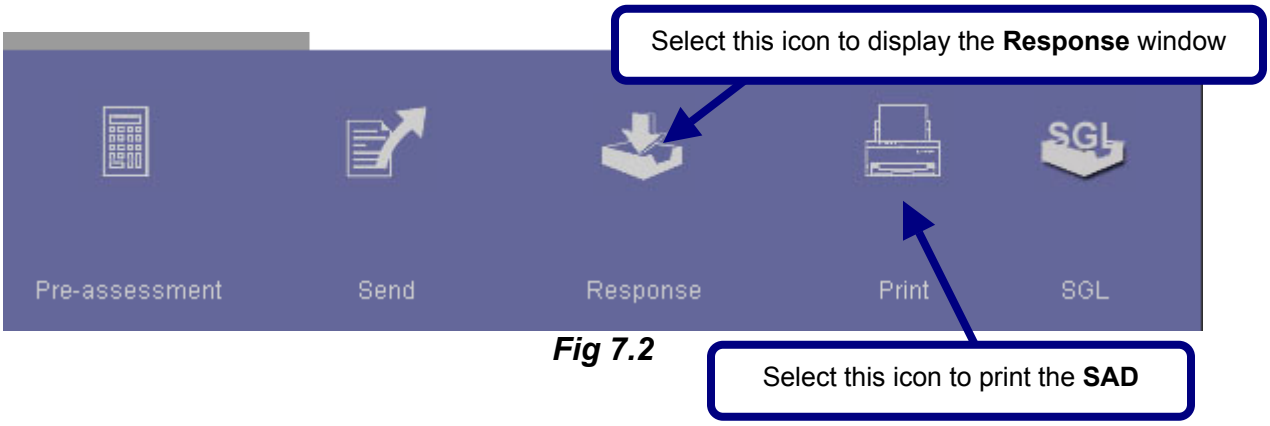


Fig 7.2

Fig 7.3

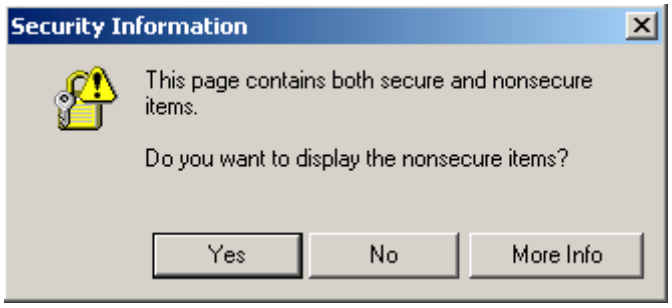


Fig 7.4

Left Click to activate the control on the next window. Select **Yes** if this page appears (Fig 7.4).

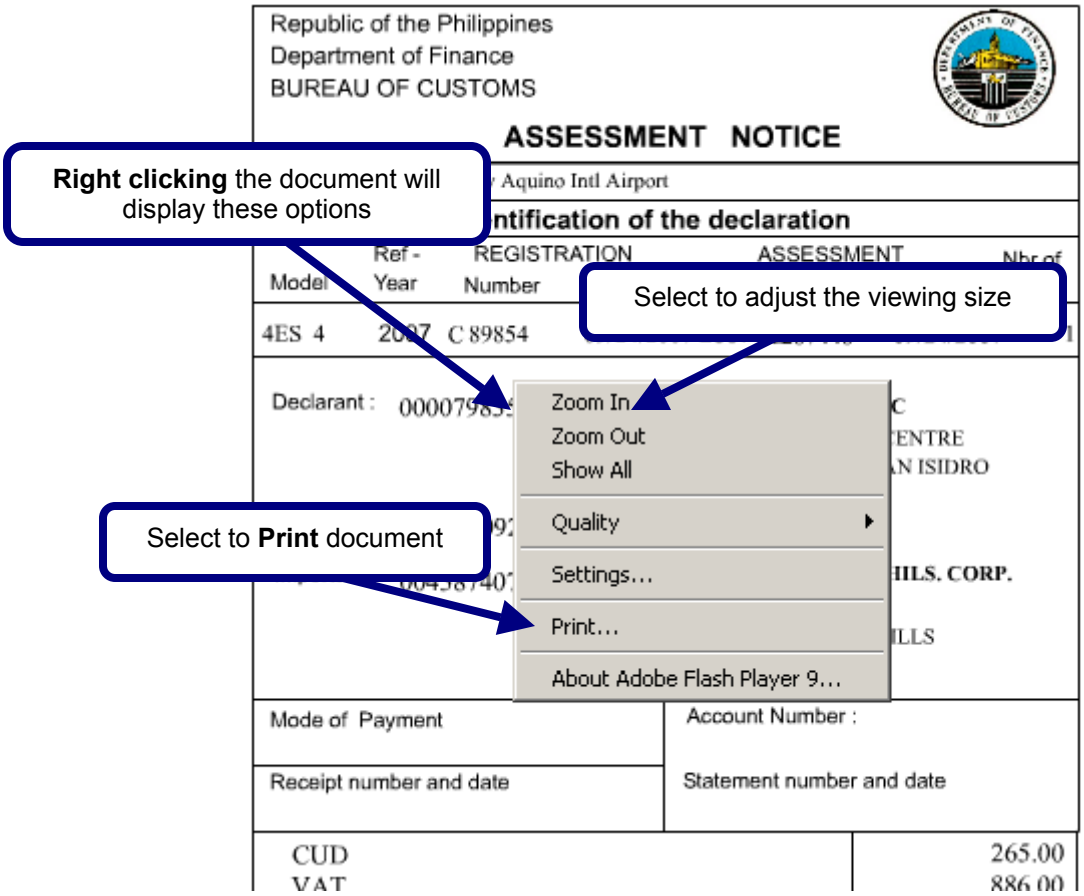


Fig 7.5

Once the **Assessment Notice** window appears, **Right click** on the document displayed to view the available options (Fig 7.5). When **Print** is selected, the print dialog box will appear (Fig 7.6).

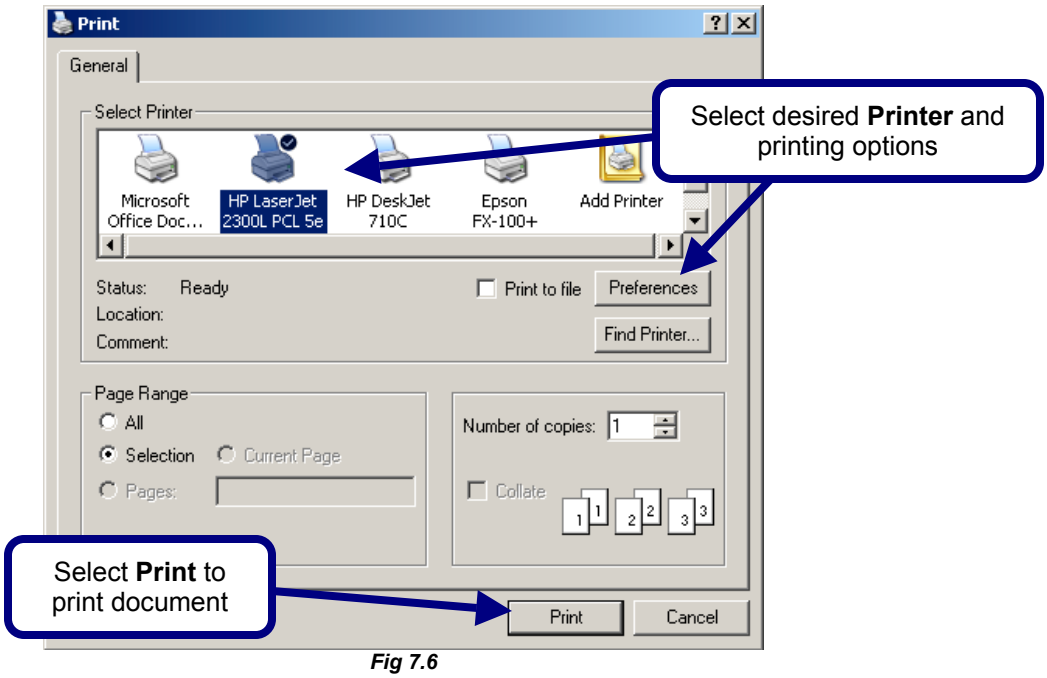


Fig 7.6

Printing the SAD

From the **Import Declaration General Page** (Fig 7.2), select the Print icon. When the SAD window appears, right click on the document to view available page (Fig 7.7).

Printing the Back Page

Move the mouse pointer above the BoC logo. When the **Play** button turns **green**, left click to display the back page (Fig 7.8). Once displayed, follow the steps in printing the front page. Make sure that the paper in the printer is adjusted for the back page.

The WebCWS system can print using all printer installed in your computer.

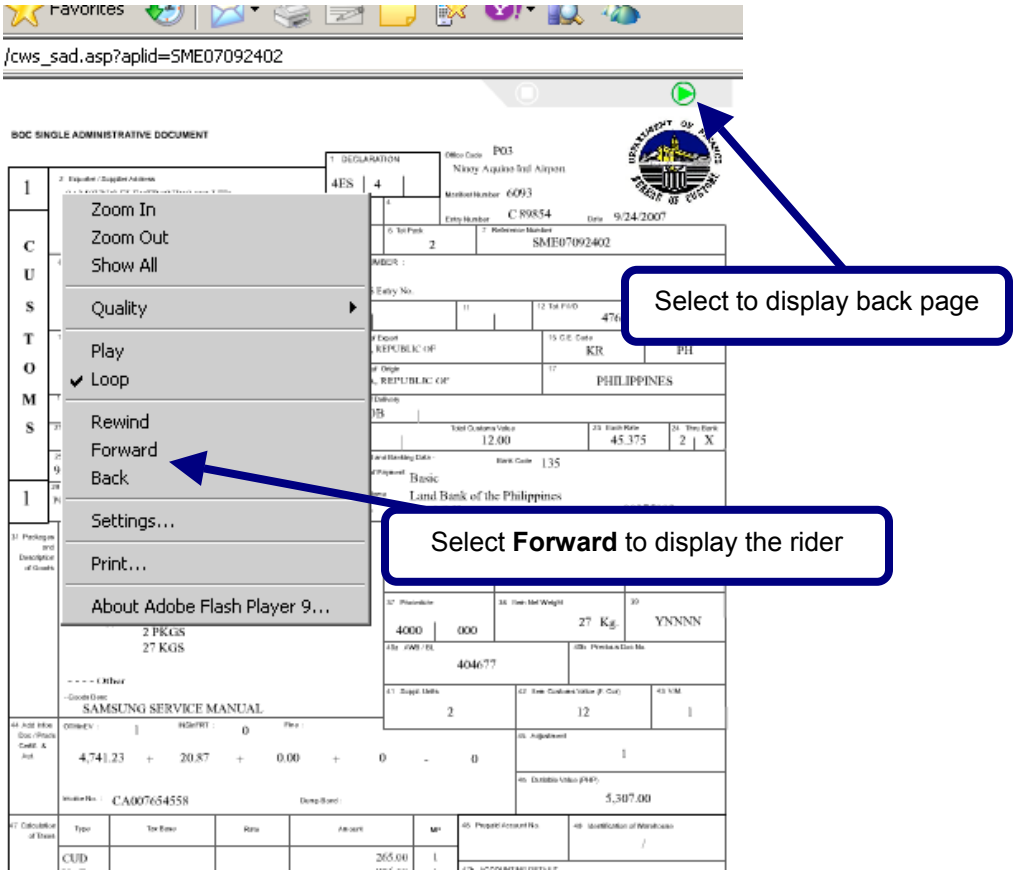


Fig 7.7

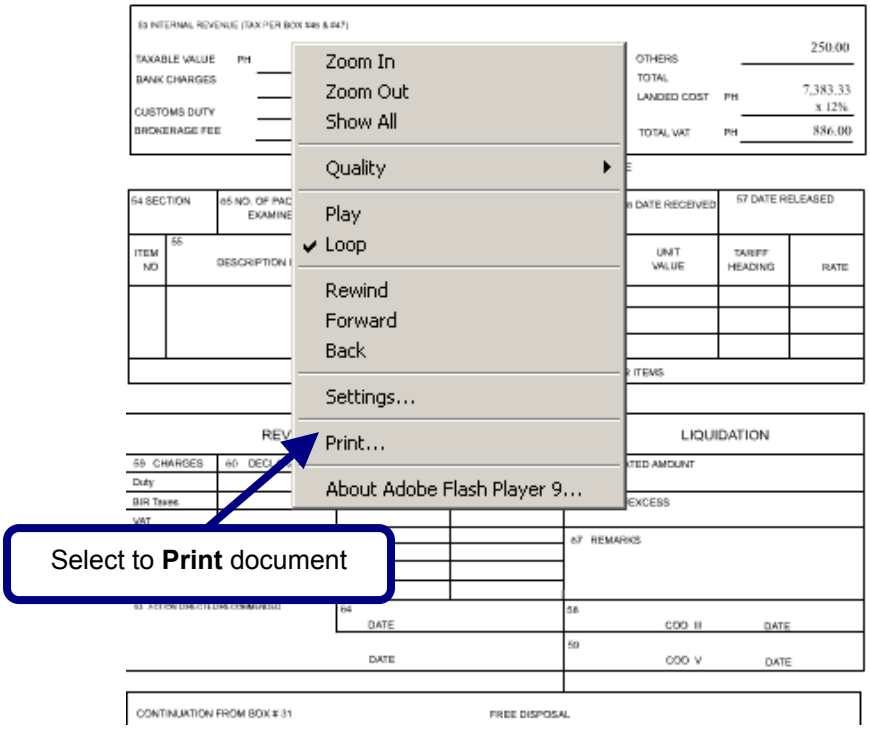


Fig 7.8

Printing the Rider Page
Select the **Forward** option (Fig 7.7)

From the Member's Page, select **Cash Advance** (see Fig 2.6). Once the CASH ADVANCES window appears, you should see the following (Fig 8.1):

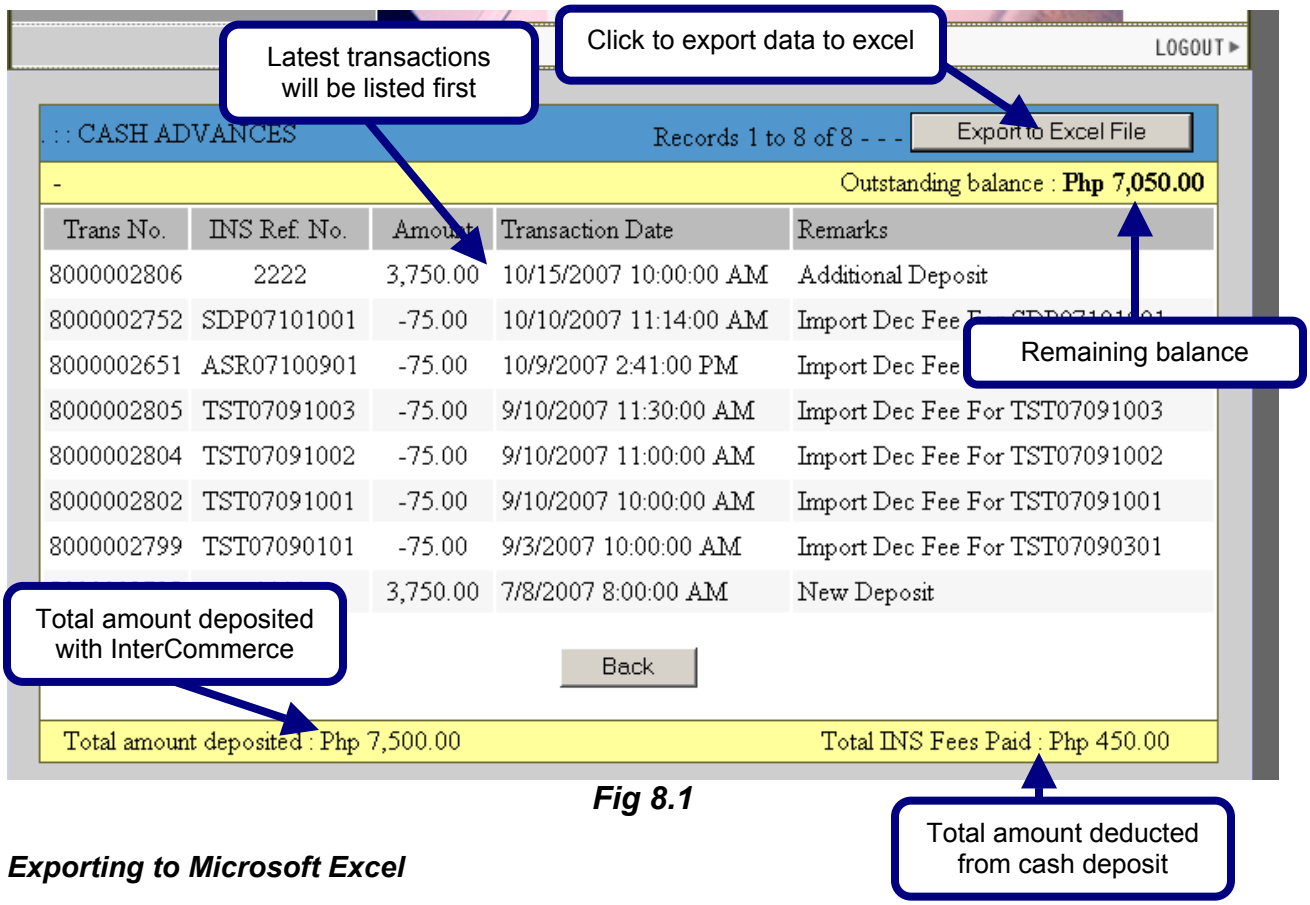

Latest transactions will be listed first
Click to export data to excel
LOGOUT
: : CASH ADVANCES
Records 1 to 8 of 8
Export to Excel File
Outstanding balance : Php 7,050.00
Trans No. | INS Ref. No. | Amount | Transaction Date | Remarks
8000002806 | 2222 | 3,750.00 | 10/15/2007 10:00:00 AM | Additional Deposit
8000002752 | SDP07101001 | -75.00 | 10/10/2007 11:14:00 AM | Import Dec Fee
8000002651 | ASR07100901 | -75.00 | 10/9/2007 2:41:00 PM | Import Dec Fee
8000002805 | TST07091003 | -75.00 | 9/10/2007 11:30:00 AM | Import Dec Fee For TST07091003
8000002804 | TST07091002 | -75.00 | 9/10/2007 11:00:00 AM | Import Dec Fee For TST07091002
8000002802 | TST07091001 | -75.00 | 9/10/2007 10:00:00 AM | Import Dec Fee For TST07091001
8000002799 | TST07090101 | -75.00 | 9/3/2007 10:00:00 AM | Import Dec Fee For TST07090301
3,750.00 | 7/8/2007 8:00:00 AM | New Deposit
Remaining balance
Total amount deposited with InterCommerce
Back
Total amount deposited : Php 7,500.00
Total INS Fees Paid : Php 450.00
Total amount deducted from cash deposit

Fig 8.1

Exporting to Microsoft Excel

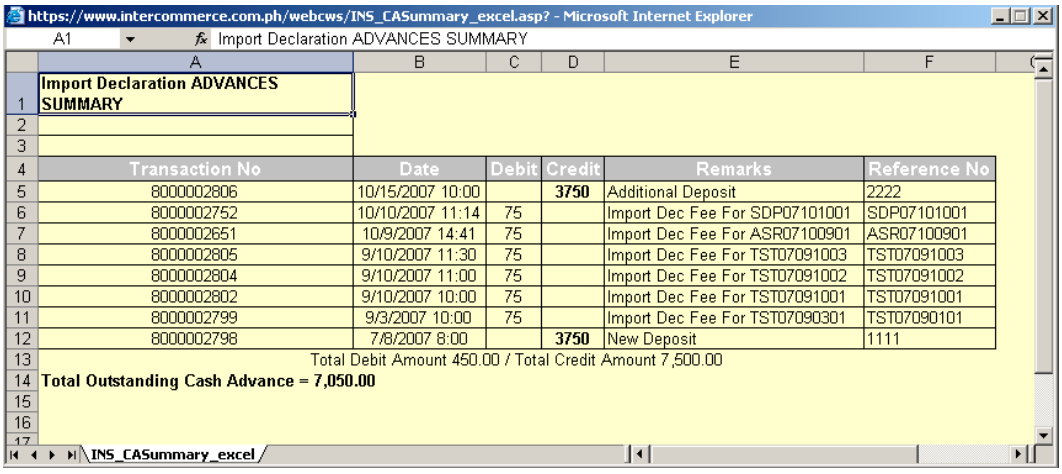

https://www.intercommerce.com.ph/webcws/INS_CASummary_excel.asp? - Microsoft Internet Explorer
A1
Import Declaration ADVANCES SUMMARY
Import Declaration ADVANCES SUMMARY
Transaction No | Date | Debit | Credit | Remarks | Reference No
8000002806 | 10/15/2007 10:00 | | 3750 | Additional Deposit | 2222
8000002752 | 10/10/2007 11:14 | 75 | | Import Dec Fee For SDP07101001 | SDP07101001
8000002651 | 10/9/2007 14:41 | 75 | | Import Dec Fee For ASR07100901 | ASR07100901
8000002805 | 9/10/2007 11:30 | 75 | | Import Dec Fee For TST07091003 | TST07091003
8000002804 | 9/10/2007 11:00 | 75 | | Import Dec Fee For TST07091002 | TST07091002
8000002802 | 9/10/2007 10:00 | 75 | | Import Dec Fee For TST07091001 | TST07091001
8000002799 | 9/3/2007 10:00 | 75 | | Import Dec Fee For TST07090301 | TST07090101
8000002798 | 7/8/2007 8:00 | | 3750 | New Deposit | 1111
Total Debit Amount 450.00 / Total Credit Amount 7,500.00
Total Outstanding Cash Advance = 7,050.00
INS_CASummary_excel

Fig 8.2

When using Mozilla Firefox, MS Excel automatically opens with the exported data. For Internet Explorer, a window will appear. To transfer all the data including formats, select a cell, select all (CTRL + A) and copy all (CTRL + C) then open Excel, select all and paste.

Section 9 – Simulated Import Declarations (examples ONLY)

Sample lodgment procedure for NAIA
See Appendix B for specific procedures

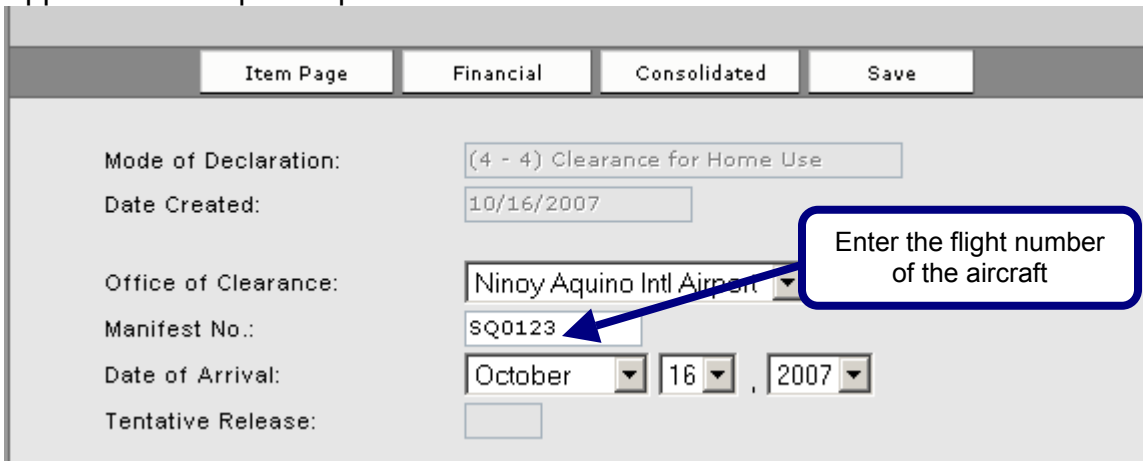


Fig 9.1

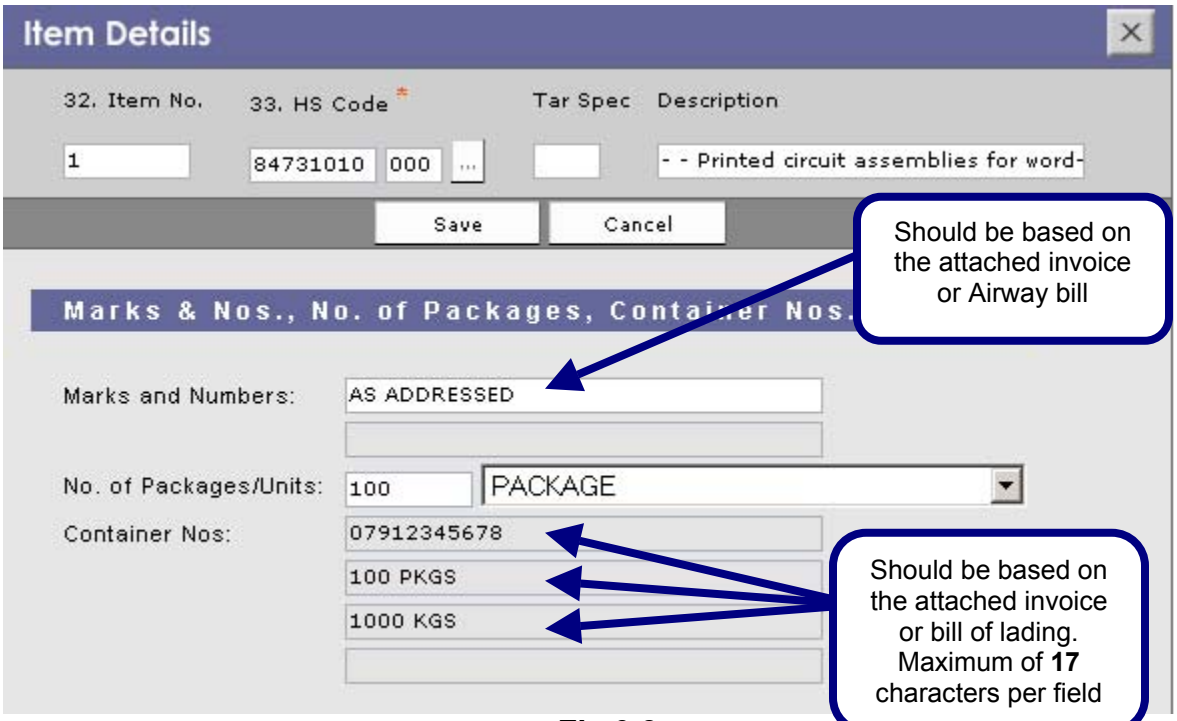


Fig 9.2

Special encoding procedure for NAIA PairCargo Warehouse

Direct flight entry

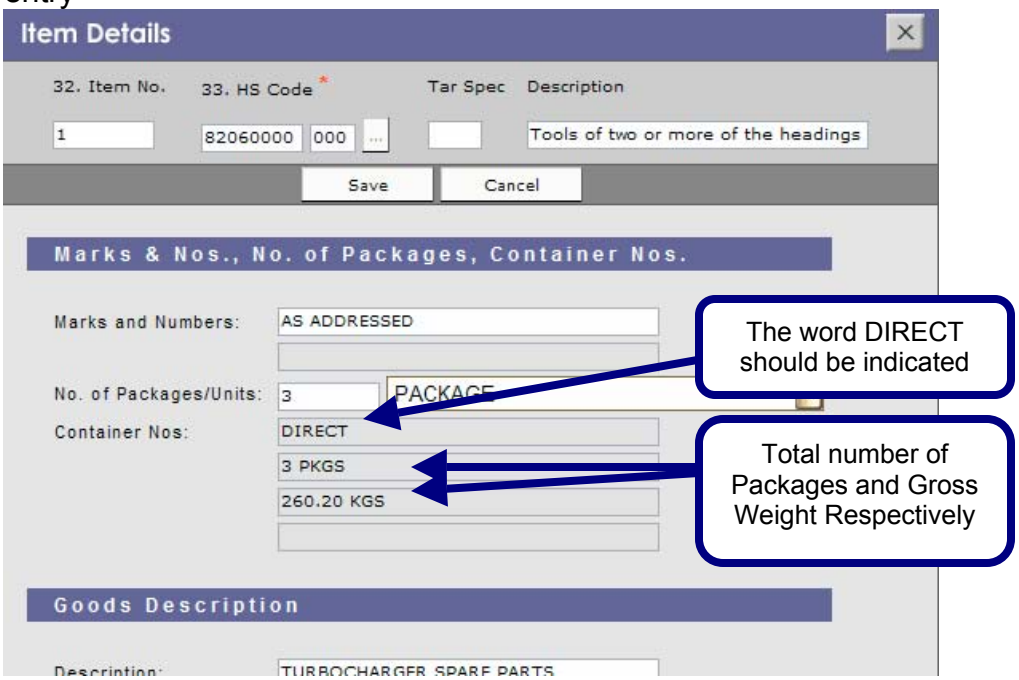


Fig 9.3

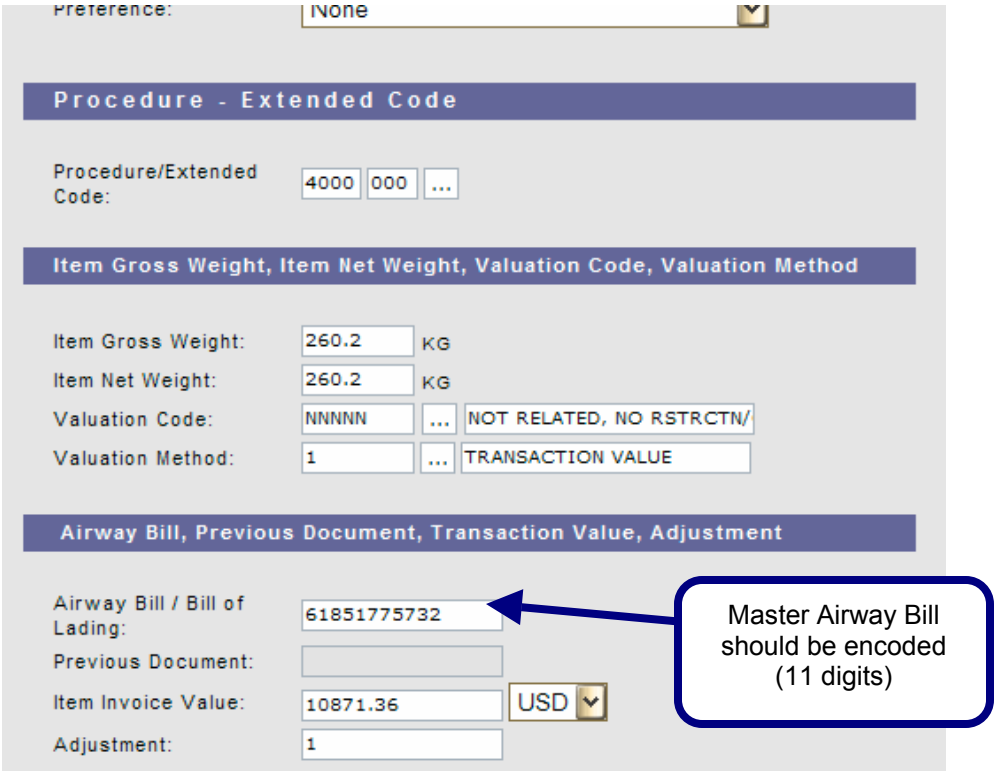


Fig 9.4

Direct Flight for PAL-PSI Warehouse

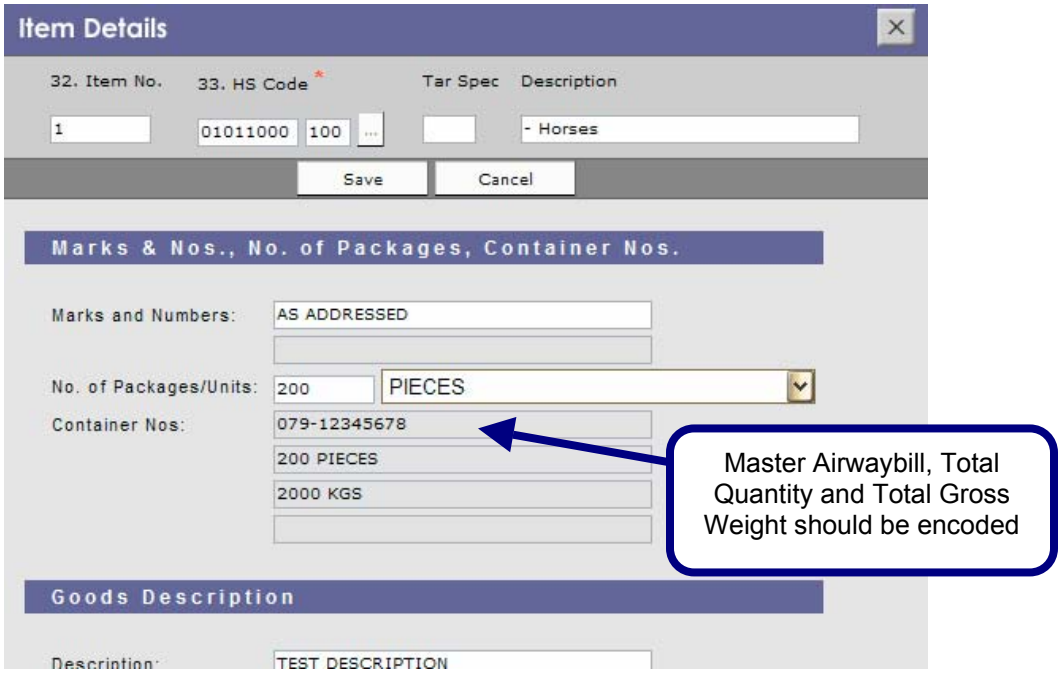


Fig 9.5

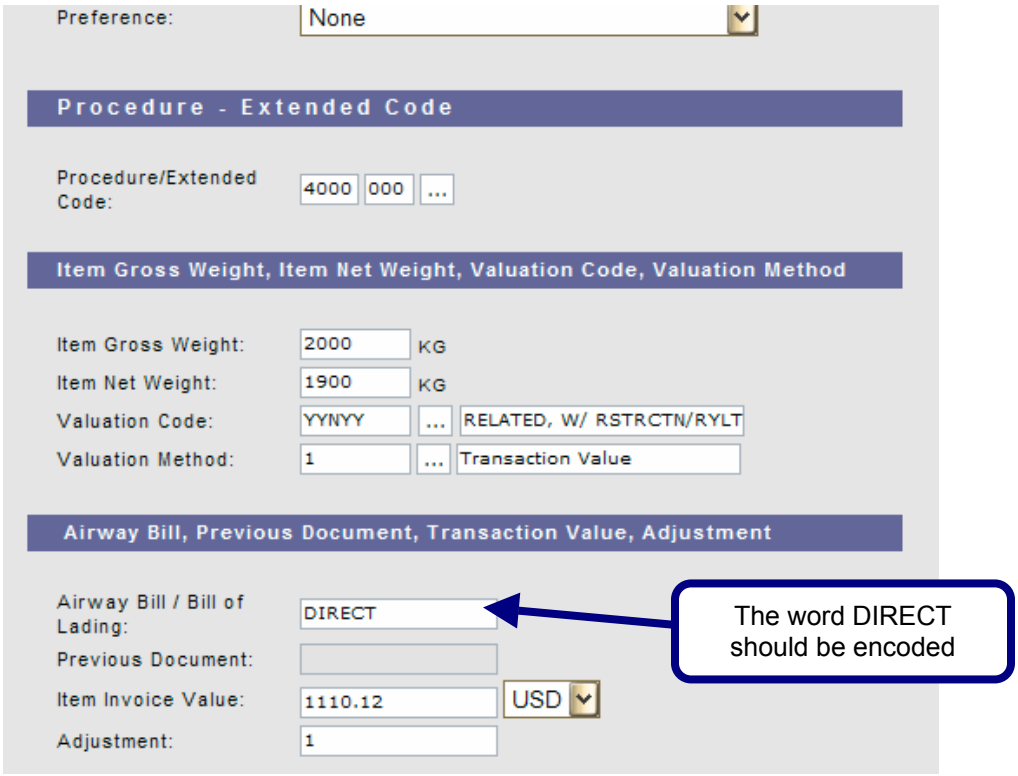


Fig 9.6

Sample lodgment for Harbor Center only

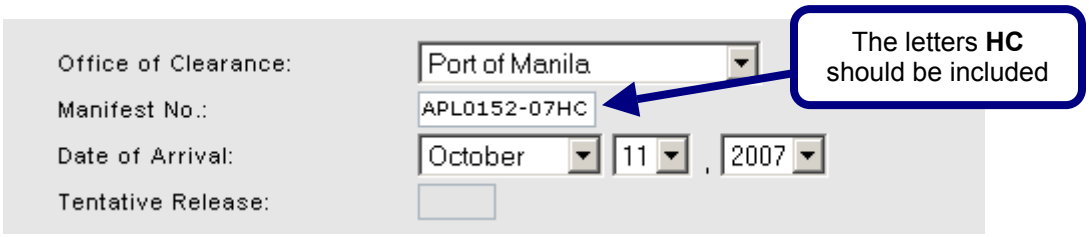


Fig 9.7

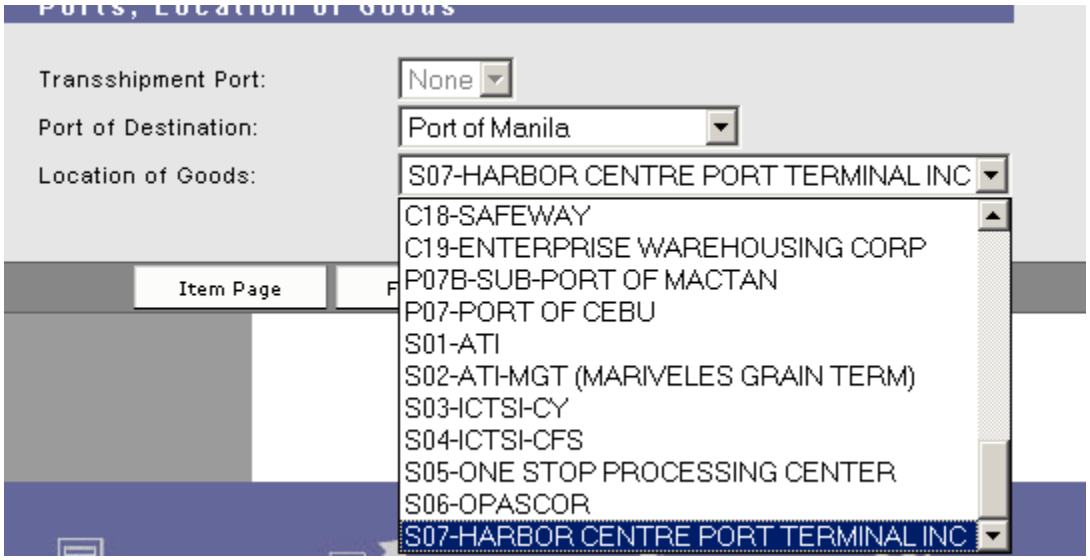


Fig 9.8

Sample lodgment for Warehousing Entries

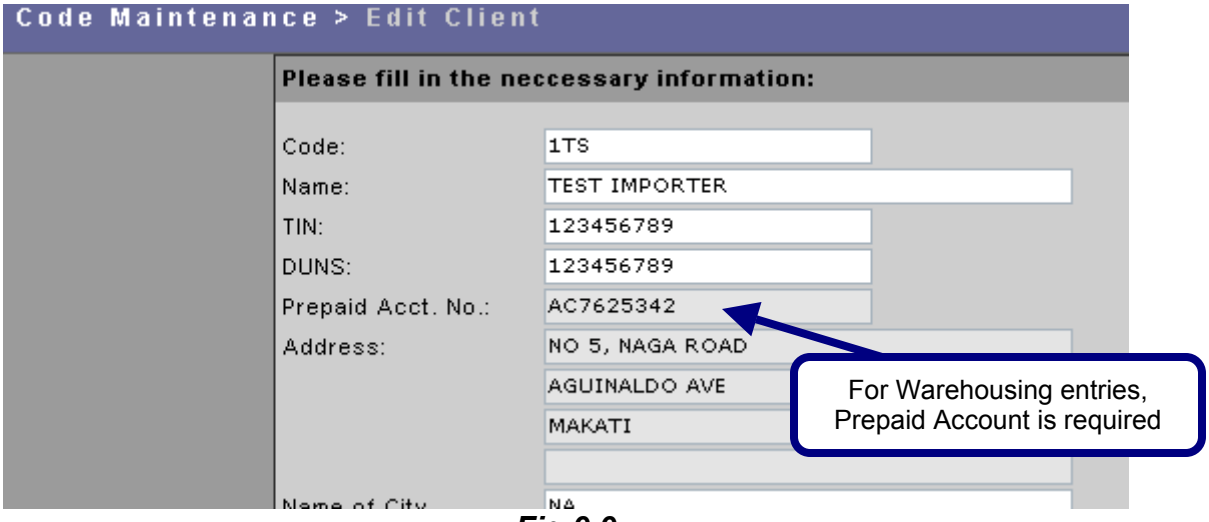


Fig 9.9

Select the appropriate **mode of declaration** (Fig 9.10)

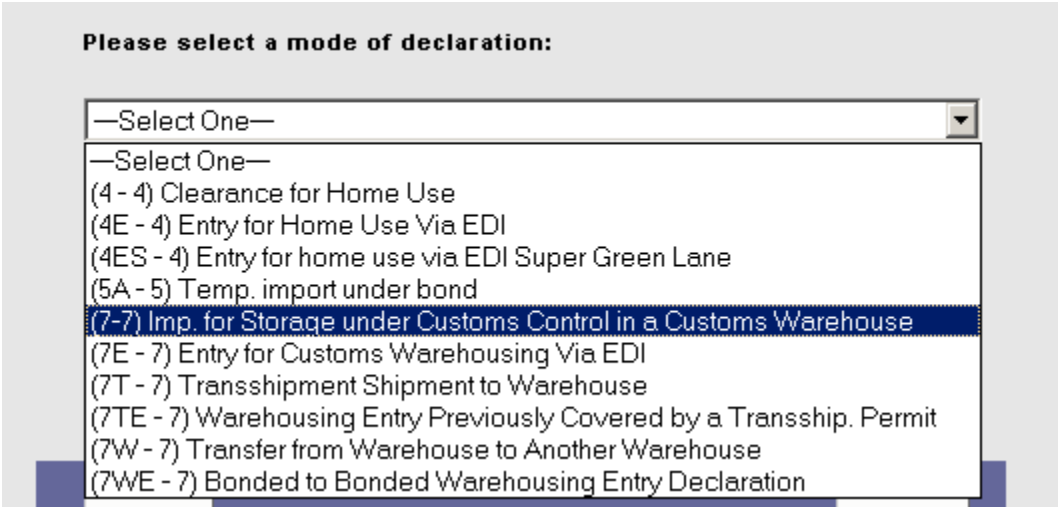

Please select a mode of declaration:
—Select One—
—Select One—
(4 - 4) Clearance for Home Use
(4E - 4) Entry for Home Use Via EDI
(4ES - 4) Entry for home use via EDI Super Green Lane
(5A - 5) Temp. import under bond
(7-7) Imp. for Storage under Customs Control in a Customs Warehouse
(7E - 7) Entry for Customs Warehousing Via EDI
(7T - 7) Transshipment Shipment to Warehouse
(7TE - 7) Warehousing Entry Previously Covered by a Transship. Permit
(7W - 7) Transfer from Warehouse to Another Warehouse
(7WE - 7) Bonded to Bonded Warehousing Entry Declaration

Fig 9.10

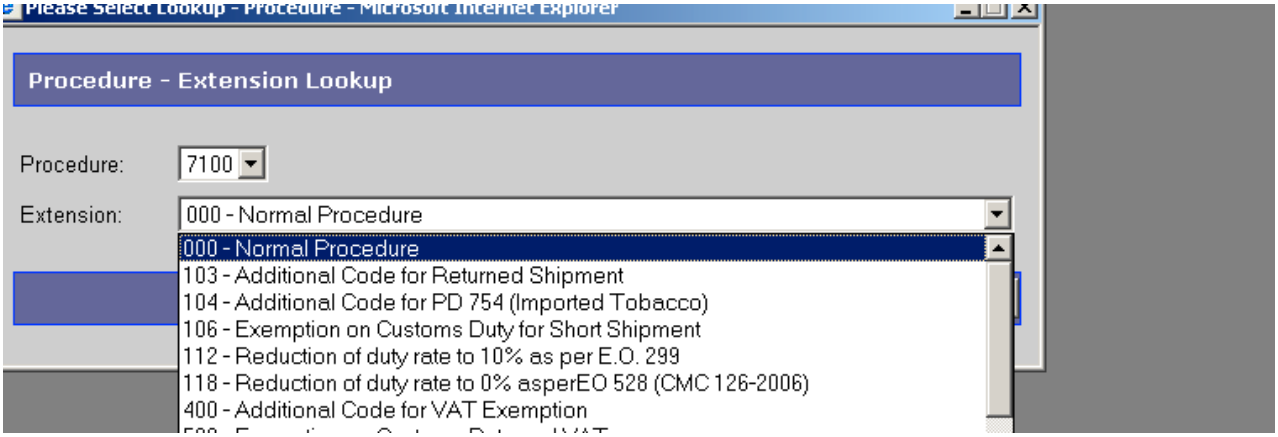

Procedure - Extension Lookup
Procedure:
7100
Extension:
000 - Normal Procedure
000 - Normal Procedure
103 - Additional Code for Returned Shipment
104 - Additional Code for PD 754 (Imported Tobacco)
106 - Exemption on Customs Duty for Short Shipment
112 - Reduction of duty rate to 10% as per E.O. 299
118 - Reduction of duty rate to 0% asperEO 528 (CMC 126-2006)
400 - Additional Code for VAT Exemption

Fig 9.11

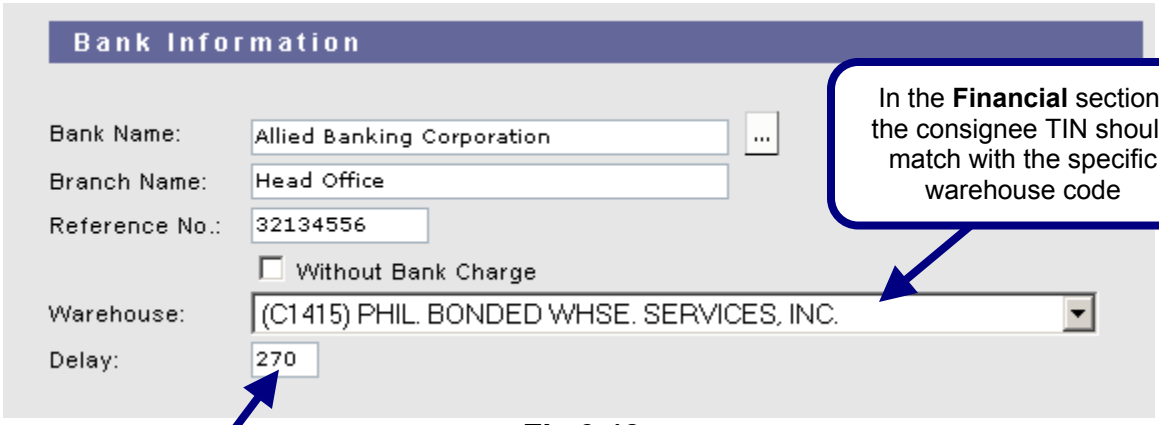

Bank Information
Bank Name:
Allied Banking Corporation
Branch Name:
Head Office
Reference No.:
32134556
Without Bank Charge
Warehouse:
(C1415) PHIL. BONDED WHSE. SERVICES, INC.
Delay:
270
In the **Financial** section, the consignee TIN should match with the specific warehouse code
Standard delay is **270** for all warehousing entries **(7 7, 7E 7, 7T 7 and 7W 7)**

Fig 9.12

Procedure for Underbond (5A 5) Entries only

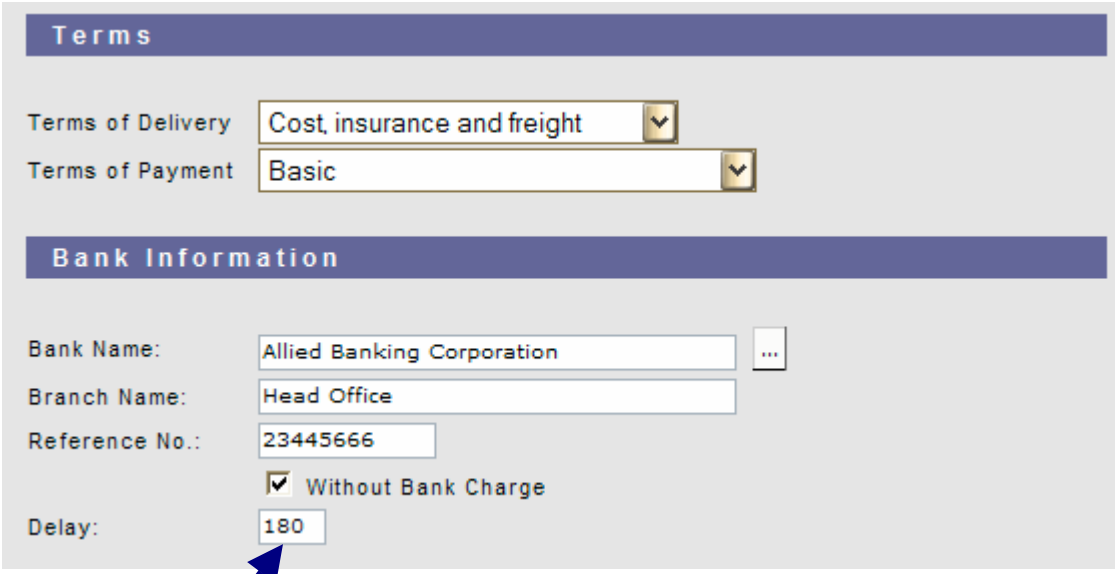


Fig 9.13

Standard delay is **180** for Underbond entries **(5A 5)**

Section 10 – FAQs (Frequently Asked Questions)

1. I can't see my options (pop-ups)
   Pop-up blockers might be enabled. When we install additional toolbars such as Yahoo and Google, be sure to enable pop-ups from InterCommerce Site (also check Fig 2.3).

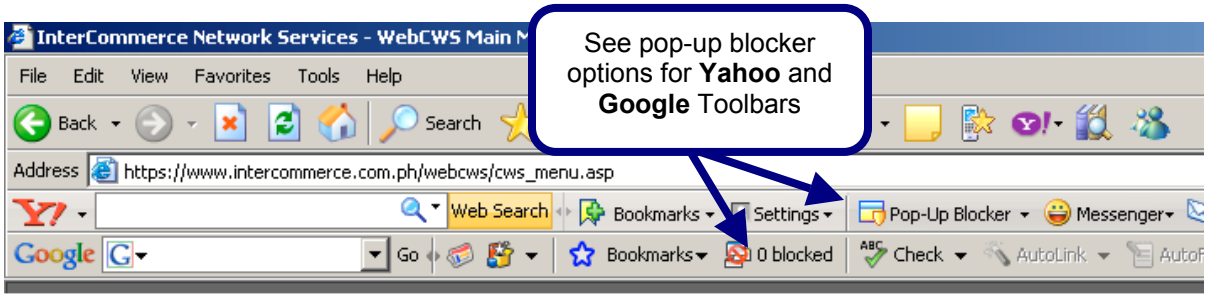

See pop-up blocker options for **Yahoo** and **Google** Toolbars
InterCommerce Network Services - WebCWS Main M
File Edit View Favorites Tools Help
Back Search
Address https://www.intercommerce.com.ph/webcws/cws_menu.asp
Web Search Bookmarks Settings Pop-Up Blocker Messenger
Google Go Bookmarks 0 blocked Check AutoLink

Fig 10.1

2. Can see the Add button in the supplier, client and broker code maintenance window.

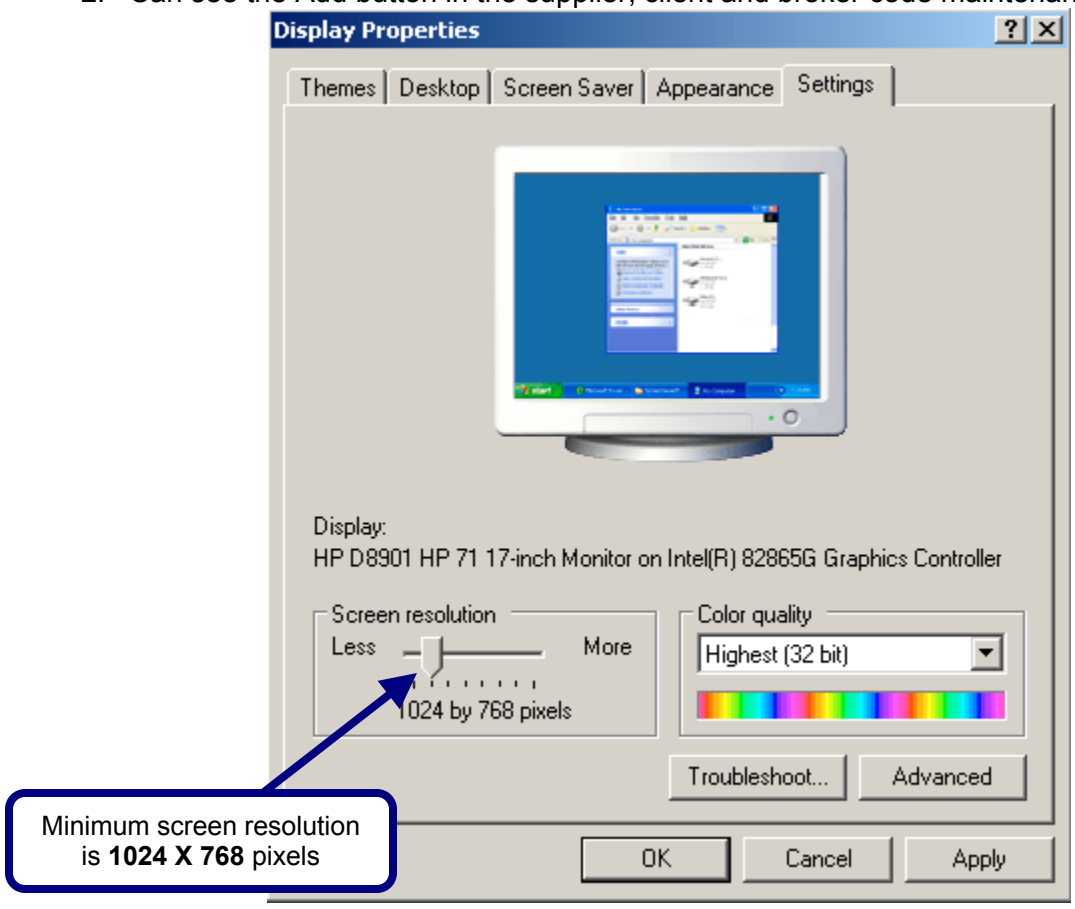


Fig 10.2

3. Can see the Add button in the supplier, client and broker code maintenance window.

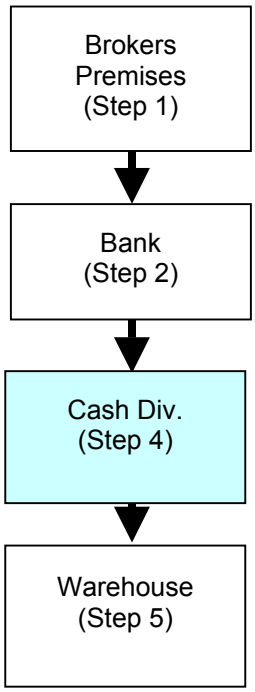
4. Cannot access the Financial Page.
   Need to input data on the **Item Page**.

Appendix A – Usual Errors

ERROR DESC	PROBABLE CAUSE	POSSIBLE SOLUTION/S
1. Manifest/BL does not exist	No Manifest/BL in BoC's Database	1. Check with the Shipping lines/Forwaders/Consolidators if Manifest and BL's was already submitted 2. If in case the Manifest and BLs are already submitted, check the correct Manifest or BL in BOC (eg. 1 or I, 0 or O etc)
2. BL is not IMPORT	Wrong BL format sent in BOC	1. Check with the BOC-MISTG (c/o Ms. Noemi Gonzales) 2. Ask the shipping lines/consolidator to check the format of the BL submitted in BOC
3. BL written Off	BL has been tagged in BOC	1. Check with the BOC-MISTG (c/o Ms. Noemi Gonzales) if BL was tagged and if assessment was done (Entry No. Generated)
4. BL has been reserved by a previous declaration (for dummy BL)	Dummy BL was already used	1. Check the dummy BL assigned (to the Client) 2. Check/Look for other available dummy BL assigned.
5. Supplementary unit must be empty	Supplementary Unit Field for the HS Code used	1. Check the HS Code used then check the supplementary unit field (Note: field should be empty if there's no code opposite the supplementary unit box 1)
6. Supplementary Unit is mandatory	Supplementary Unit Field for the HS Code used	1. Check the HS Code used, then check the supplementary unit field. Supplementary Unit field must contain a value. (Note: Supplementary Unit is mandatory if you can see a code (e.g. PCE, LTR, KGM etc) in the box opposite the supplementary unit box 1)

7. Insufficient Number of Packages remaining	Total Number of Packages Field incompatible	1. Total No. of Packages encoded was different in the BoC's database 2. Check the correct value in BOC (ATI for POM & ICTSI for MICP)
8. Insufficient gross mass remaining	Gross Weight Field incompatible	1. Total gross weight encoded was different in the BoC's database 2. Check the correct value in BOC (ATI for POM & ICTSI for MICP)
9. Package Type incompatible	Packaging Code encoded by the client	1. Packaging Code encoded was different in the BoC's database 2. Check the correct packaging code in BOC (ATI for POM & ICTSI for MICP)
10. Consignee/Declarant Code does not exist in the control file	Consignee/Declarant TIN Field is invalid	1. Check the Consignee/Declarant TIN encoded 2. TIN Number should only contain 9 digits (numeric), no spaces, no dashes, no periods. 3. TIN Number should be updated in BOC's Database (Asycuda)
12. Error Code 194	Consignee TIN is expired in BOC	1. Check the respective Consignee/Importer TIN in BOC
13. Error Code 134 (Container Number Field is Mandatory)	Container Number Field Error	1. This usually encountered in multiple items (HS Code) CusDec. 2. If the Said Cusdec is containerized, the container detail should be also encoded in the succeeding item page.
14. Cannot see the Import Declaration Listing/created entries.		1. Check the Client Code. It should be 3 Characters.
15. Cannot log-in when password is updated/changed		1. Your browser's (IE or Firefox) saved password feature might be enabled. Pls see password security for details (sec. 2)

Appendix B – Procedure for NAIA lodgment



Lodge the Import Entry. If approved, print the Assessment Notice. (SAD for SGL and EDI)

Pay the duties and taxes on the designated Bank.

Proceed to cash division to match the payment made.

Proceed to designated warehouse to release the shipment.

NOTE:
For <u>Indirect Flight (PSI & PairCargo)</u>
Please encode the **Master Airway Bill** (1st), **Total Quantity** (2nd) and **Total Gross Weight** (3rd) in the container no. Field. And encode the House AirWaybill in box for Airwaybill Field (box 40a in IEIRD)

For PSI Warehouse: <u>Direct Flight</u>
If **Direct Flight** in **PSI and CARGOHAUS warehouse**, please encode the **Master Airway Bill** in container no. field (1st) , **Total Quantity** (2nd) and **Total Gross Weight** (3rd) and in **Airwaybill Field** (box 40a in IEIRD) the word **DIRECT**.

NOTE: **For PairCargo & Miascor Warehouse (Direct Flight)**
Please encode the **word DIRECT** (1st) , **Total Quantity** (2nd) and **Total Gross Weight** (3rd) in the container no. field and **Master Airway Bill** in the Airwaybill Field (box 40a in IEIRD)

NOTE: For **MIASCOR** only
Please encode the **Master Airway Bill**, **Gross Weight** and **Packaging** in the container no. field and **House Airway Bill** (numeric only) in the **Airwaybill Field**.

If **DIRECT FLIGHT**, please encode the word DIRECT in container no. field (1st) and **Master Airway Bill** in the **Airwaybill Field**.

Appendix C – Post Entry Procedures

There are two (2) type of Post-Entry

- Post Entry Cancellation/Deletion
- Post Entry Modification

1. Fill up the VASP- Asycuda Post Entry Form V. 1 (see next page).

2. After filling up, proceed to the assigned BOC Personnel in Formal Entry Division (FED) of the specific Port.

3. After performing the procedure in FED, proceed to the MISTG of the specific port for validation and control number.

ASYCUDA POST- ENTRY REVISION FORM

Date: ☐ Control No.: ☐

VASP User Name: _____

ASYCUDA Registration No. and Date : _____

Port : _____ VASP : _____

Declaration Status: ☐ Registered ☐ Assessed ☐ Registered/Deleted
☐ Assessed/Delete

Reason for Post-Entry : _____

_____
_____
_____
_____
_____

Requested by:

_____
Name and Signature, Date and Time
(VASP User)

Noted by:

_____
Name and Signature, Date and Time
(Importer/Officer-in-Charge)

BOC Use Only (Division/Section Concerned)

Approved and Performed by: _____ _____
Name and Signature, Date and Time Division/Section

_____
Position/Designation

Action:

MISTG Use Only:

Checked by: _____
Name and Signature, Date and Time

Remarks:

One (1) copy shall be submitted to MISTG, Site Manager